

**AGENDA
REGULAR MEETING
SIERRA MADRE CITY COUNCIL,
SUCCESSOR AGENCY, AND
PUBLIC FINANCE AUTHORITY**



*Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member*

**Tuesday, September 13, 2016
Closed Session 5:30 pm
Open Session 6:30 pm**

*Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer*

**City Hall Council Chambers
232 W. Sierra Madre Boulevard
Sierra Madre, California 91024**

**and Council Member Denise Delmar
Via Teleconference from
Sofitel San Francisco Bay
Room 441
223 Twin Dolphin Drive
Redwood City, California 94065**

PUBLIC COMMENT

The Council will listen to the public on any item on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting. Each speaker will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate City Council action.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA:

Persons wishing to speak on any item on the agenda will be called at the time the agenda item is brought forward. Persons wishing to speak on closed session items have a choice of doing so either immediately prior to the closed session or at the time for comments on items at the open session.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Time shall be devoted to audience participation early on the agenda.

CLOSED SESSION

CALL TO ORDER/ROLL CALL

Mayor Goss, Mayor Pro Tem Arizmendi, Council Member Capoccia, Council Member Delmar, and Council Member Harabedian

PUBLIC COMMENT

Regarding Closed Session Items

RECESS TO CLOSED SESSION REGARDING:

CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Pursuant to Calif. Government Code Section 54956.9 (d)(1)
City of Gardena v RWQCB

CONFERENCE WITH LEGAL COUNSEL

Pursuant to Calif. Government Code Section 54956.9(d)(2)

The City Council/Agency finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

Number of Cases: 1

CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Calif. Government Code Section 54957.6

City Negotiators: City Manager Elaine Aguilar, Finance Director Marcie Medina, and Human Resources Analyst Miguel Hernandez

Employee Organization: Classified Employee Association

PERSONNEL

Public Employee Appointment pursuant to Government Code Section 54957

Title: City Manager

OPEN SESSION

**CALL TO ORDER/ROLL CALL
MEMBERS OF THE CITY COUNCIL**

Mayor Goss, Mayor Pro Tem Arizmendi,
Council Members Capoccia, Delmar, and Harabedian

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Mayor Pro Tem Rachele Arizmendi

REPORT OUT FROM CLOSED SESSION

City Attorney report from the closed session.

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

APPROVAL OF MINUTES

Approval of minutes from the [June 14](#) and [June 28](#),
2016 City Council meetings.

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

PRESENTATION

Introduction of new President of Pasadena Humane
Society – Julie Banks

ACTION ITEMS

1. **CONSENT**

- a) **[ADOPTION OF RESOLUTION 16-53
OF THE CITY COUNCIL OF THE
CITY OF SIERRA MADRE
APPROVING CERTAIN DEMANDS](#)**

Recommendation that the City Council approve Resolution 16-53 for approval of payment of City Warrants in aggregate amount of \$791,789.72 ; Library warrants in the aggregate amount of \$4,662.36 , and payroll transfer in the aggregate amount of \$277,013.03 for fiscal year ending June 2016 and June 2017.

- b) **ADOPTION OF RESOLUTION 16-54 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS**
- Recommendation that the City Council approve Resolution 16-54 for approval of payment of City Warrants in aggregate amount of \$744,244.33 ; Library warrants in the aggregate amount of \$7,456.60 , and payroll transfer in the aggregate amount of \$306,162.48 for fiscal year ending June 2016 and June 2017.
- c) **ADOPTION OF RESOLUTION 16-55 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS**
- Recommendation that the City Council approve Resolution 16-55 for approval of payment of City Warrants in aggregate amount of \$91,299.39 ; Library warrants in the aggregate amount of \$18,319.55 , and payroll transfer in the aggregate amount of \$573,293.60 for fiscal year ending June 2016 and June 2017.
- d) **CONSIDERATION OF PURCHASE OF PORTABLE RADIOS FOR SIERRA MADRE FIRE DEPARTMENT**
- Recommendation that the City Council approve the purchase of new radios for the Sierra Madre Fire Department in the amount of \$34,223.68.
- e) **RECOMMENDATION TO APPROVE PARCEL MAP No. 73420**
- Recommendation that the City Council approve Final Parcel Map No. 15-01 (PM 73420) for property located at 186 W. Highland Avenue.
- f) **RECOMMENDATION TO DIRECT STAFF TO ADVERTISE FOR BIDS ON SEWER SYSTEM REPAIR PROJECT FOR FY 2016-2017**
- Recommendation that the City Council direct staff to advertise for bids the FY 2016-2017 sewer main repair project.
- g) **RESOLUTION 16-52 GRANTING EASEMENTS ON CITY-OWNED LANDS TO SOUTHERN CALIFORNIA EDISON FOR THE INSTALLATION OF ELECTRICAL DISTRIBUTION SYSTEM APPURTENANCES**
- Recommendation that the City Council adopt Resolution 16-52 which grants the three easements to Southern California Edison and directs the Mayor to sign the necessary Easement Grant Deeds.
- h) **RECOMMENDATION TO ADOPT RESOLUTION 16-51 APPROVING AN ADDITIONAL EXPENDITURE OF \$49,000 FROM WATER FUND RESERVES AND AWARDING A CONTRACT TO ID MODELING IN AN AMOUNT NOT TO EXCEED \$124,100 FOR THE CREATION OF A WATER DISTRIBUTION SYSTEM COMPUTER MODEL AND PREPARATION OF A WATER SYSTEM CAPITAL IMPROVEMENT PLAN (MASTER PLAN)**
- Recommendation that the City Council adopt Resolution 16-51 approving the additional expenditure of \$49,100 from Water Fund reserves and awarding a contract to ID Modeling in an amount not to exceed \$124,100 for the creation of a water distribution system computer model and preparation of a Water System Capital Improvement Plan (Master Plan)

PUBLIC HEARING

2. **FIRST READING OF ORDINANCE 1379, MUNICIPAL CODE TEXT AMENDMENT 16-06 AMENDING THE R-1 FAMILY RESIDENTIAL ZONE ORDINANCE AND THE DEFINITIONS ORDINANCE**
- Recommendation that the City Council hold a Public Hearing, read Ordinance 1379 by title only, and approve Ordinance 1379 pursuant to Municipal Code Text Amendment 16-03, amending Chapters 17.20 R-1Zone and Chapter 17.08 – Definitions, pursuant to Planning Commission Resolution 16-06.

ITEMS FOR DISCUSSION

3. **INFORMATION TECHNOLOGY MASTER PLAN (attachment here)**
- Recommendation that the City Council receive and file the IT Master Plan and instruct staff to work on implementing the objectives in the Master Plan as the budget allows.
4. **DISCUSSION REGARDING NON-CONFORMING USES ORDINANCE**
- Recommendation that the City Council direct staff to work with the Planning Commission to amend Sierra Madre Municipal Code Chapter 17.56; Nonconforming Uses Ordinance.
5. **AUTHORIZATION TO BEGIN DEVELOPMENT OF A JOINT POWERS AUTHORITY FOR MANAGEMENT OF ENHANCED WATERSHED MANAGEMENT PROGRAM**
- Recommendation that the City Council authorize the City Manager to begin non-binding efforts, including sending a non-binding letter of commitment to create a Joint Powers Authority for the management of Enhanced Watershed Management Program (EWMP) responsibilities in the Rio Hondo/San Gabriel River Watershed Group.
6. **CONSIDERATION OF CITY MANAGER RECRUITMENT PROCESS**
- Recommendation that the City Council provide staff with direction.
7. **RESPONSE TO GRAND JURY APPOINTED COMMISSIONS REPORT**
- Recommendation that the City Council provide staff with direction.

ACTION ITEMS

Regardless of staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject, or continue such item.

PUBLIC HEARING

The appellant and/or applicant will each be provided a total of ten (10) minutes to address their item. A portion of their allotted time may be reserved for rebuttal or a summary conclusion at the close of public comment. All other speakers will be limited to a total of three continuous minutes, which cannot be delegated.

AVAILABILITY OF AGENDA MATERIALS

Materials related to items on this agenda are available for public inspection on the City's website at www.cityofsierramadre.com, and during normal business hours at City Hall, 232 W. Sierra Madre Blvd. and at the Sierra Madre Public Library, 440 W. Sierra Madre Blvd.

LIVE BROADCASTS

Regular City Council meetings are broadcasted live on Cable Channel 3 and rebroadcast on Wednesday and Saturday at 5:30 p.m.

MEETING ASSISTANCE

If you require special assistance to participate in this meeting, please call the City Manager's office at (626) 355-7135 at least 48 hours prior to the meeting.

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at this same place on Tuesday, September 27, 2016

MINUTES

Agenda - Regular Meeting of the Sierra Madre City Council,
Successor Agency and Public Finance Authority
Tuesday, June 14, 2016 – 6:30 p.m.
City Hall Council Chambers, 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024
and
Council Member Denise Delmar via
teleconference from Holiday Inn Express
1836 El Camino Real, Redwood City, CA 94063

Mayor, Gene Goss, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:00 p.m. The Mayor asked for public comment and there was none, therefore the Mayor immediately recessed to closed session. The City Council returned from closed session at 6:30 p.m. City Clerk, Melinda Carrillo, read the roll, noting that all City Council members were present.

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Present: Gene Goss, Mayor, Rachelle Arizmendi, Mayor Pro Tem, Council Members, Denise Delmar, John Capoccia and John Harabedian.

Absent: None

Also Present: Elaine Aguilar, City Manager
Teresa Highsmith, City Attorney
Vincent Gonzalez, Director of Planning and Community Preservation
Larry Giannone, Safety Director and Police Chief
Marcie Medina, Finance Director
Steve Heydorff, Fire Chief
Elisa Cox, Assistant City Manager
James Carlson, Management Analyst
Bruce Inman, Director of Public Works
Joe Ortiz, Captain, Sierra Madre Police Department
Melinda Carrillo, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION

Mayor Pro Tem Arizmendi, led the Pledge of Allegiance and followed with an excerpt from President Obama's statement immediately following the Orlando killings of dozens of innocent people. Mayor Pro Tem then asked for a minute of silence.

REPORT FROM CLOSED SESSION

City Attorney Highsmith reported the Council met in closed session to receive a briefing on a worker's compensation claim. Council provided direction but no action was taken.

APPROVAL OF AGENDA

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member John Harabedian

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

APPROVAL OF MINUTES FROM THE REGULAR CITY COUNCIL MEETING ON MAY 10, 2016

Moved: Council Member John Harabedian

Seconded: Mayor Pro Tem Rachelle Arizmendi

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

MAYOR AND CITY COUNCIL REPORTS

- 1) Council Member Harabedian expressed his sympathy regarding the Orlando killings and said his heart is with Orlando and the LGBT community. A horrific day for this country and my prayers are with them.
- 2) Council Member Capoccia noted that the Metro has approved a draft of the R2 tax initiative to fund transportation projects with a half cent rise in sales tax. Metro or L.A. County will vote on Thursday. A couple things to report: Approximately 16% of the money will come to the San Gabriel Valley and the local cities' return will increase from 16% up to 20% in outer years which should be great for the cities to receive extra money to make road improvements; 49% is for transit and the Gold Line extension to Montclair; 28% is for highway efficiency to correct some of the hotspots by the 57 and 60 freeway interchange and improve the backup problem on the 210; 7% is for active transportation for bikeways and walk paths; 7% is demand based such as high occupancy vehicles; 6% is for mobile connectivity and 2% is for IT. I'm excited for this yet not thrilled about the tax increase. Lastly, none of the money will be for funding the 710 extension which is great news.
- 3) Mayor Gene Goss congratulated Pete Siberell for an outstanding Mount Wilson Trail Race and also congratulated all the participants. The Mayor had a blast participating at the end of the race giving away the trophies and medals.
- 4) Mayor Pro Tem Arizmendi and Council Member Delmar had nothing to report.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Shannon King, Member of the Library Board of Trustees, had an update regarding Library activities. The Animal Magic Show kicked off the summer program on Saturday, and it was a packed house. Please stop by the Library to get more information and participate in the 2016 Summer Reading Program.

Mayor Goss closed public comment.

PRESENTATIONS

- James Osterling, PCC Board of Trustees presented and introduced the new Superintendent/President of Pasadena City College, Rajen Vurdien, PhD.
- Mayor Gene Goss presented a certificate of recognition to Creative Arts Group volunteer, David Williams.
- Assistant City Manager, Elisa Cox presented and introduced the new Sierra Madre Library and Community Services Director, Ryan Baker.
- Larry Giannone, Safety Director and Police Chief, presented and introduced two new Sierra Madre Police Officers and Police Department Dispatcher, Mark P. Deem. Officer Raymond B. So and Officer Luis A. Castillo were sworn in by City Clerk, Melinda Carrillo.

AGENDA ACTION ITEMS

*Elaine Aguilar, City Manager, gave the following report under the Consent Calendar.

1. **CONSENT CALENDAR**

- a) ADOPTION OF RESOLUTION 16-37 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-37 for approval of payment of City Warrants in aggregate amount of \$238,806.52; Library warrants in the aggregate amount of \$1,558.19, and payroll transfer in the aggregate amount of \$288,326.90 for fiscal year ending June 2016.

- b) EXTENSION OF TEMPORARY POLICE SERVICES CONTRACT WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Recommendation that the City Council approve the extension Supplemental Law Enforcement Services Agreement and direct staff to include the necessary funding, in the amount of \$400,000, in the 2016-2017 budget.

c) CITY COUNCIL LIAISON APPOINTMENTS

Recommendation that the City Council accept the Mayor's revised assignment to the Planning Commission.

d) RESOLUTION 16-40 ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SIERRA MADRE AND POLICE OFFICERS' ASSOCIATION AND ADOPTING THE AMENDED CLASSIFICATION PLAN AND SALARY MATRIX; RESOLUTION 16-38 ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR FULL- TIME SAFETY EMPLOYEES REPRESENTED BY THE POLICE ASSOCIATION; RESOLUTION 16-39 ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR FULL-TIME MISCELLANEOUS EMPLOYEES REPRESENTED BY THE POLICE ASSOCIATION

Recommendation that the City Council approve Resolution 16-40 Adopting the Memorandum of Understanding between the City of Sierra Madre and the Police Officers Association and the amending the Classification Plan and Salary Matrix; Resolution 16-38 and 16-39 Amending the Percentage paid by the Employer of the Employees' Contribution to CalPERS for full-time employees represented by the Police Association.

e) FIRE HORN REVIEW

Recommendation that the City Council approve maintaining the City's Fire Horn weekly Friday 5:00 testing schedule.

f) NOTICE OF COMPLETION OF HART PARK HOUSE SENIOR CENTER STORAGE ROOM ADDITION

Recommendation that the City Council accept the building improvements to the Hart Park House Senior Center as complete and direct staff to issue a Notice of Completion to the office of the Registrar- Recorder/County Clerk for the construction work done by contractor M.C. Alyea Construction, Inc.

g) SECOND READING OF ORDINANCE 1376 AMENDING CHAPTER 17.38 OF TITLE 17 OF THE SIERRA MADRE MUNICIPAL CODE

Recommendation that the City Council introduce and approve for second reading, by title only, and waive further reading, Ordinance 1376 and direct the City Attorney to prepare a summary of Ordinance 1376 pursuant to Government Code Section

36933(c)(1).

Mayor Goss opened for public comment but no input was given.

APPROVAL OF CONSENT CALENDAR AS PRESENTED

Moved: Council Member John Capoccia

Seconded: Council Member John Harabedian

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

PUBLIC HEARINGS

2. RECOMMENDATION TO ADOPT RESOLUTION 16-35 APPROVING THE SIERRA MADRE 2015 URBAN WATER MANAGEMENT PLAN

Recommendation that the City Council open a Public Hearing, read Resolution 16-35, by title only, and waive further reading of Resolution 16-35; adopting the 2015 Urban Water Management Plan.

*Director of Public Works, Bruce Inman presented.

Mayor Goss opened for public comment.

- Barbara Lee Cline: Since we are not considered a wet land anymore, are we able to collect water now?
- Director Inman answered Barbara Lee Cline: We are actually designated as man-made wet lands, and we are able to maintain the basins on an annual basis. For the record, there has never been any restrictions on us for spreading water.

Mayor Goss closed public comment.

APPROVAL OF RESOLUTION 16-35 AS PRESENTED

Moved: Council Member John Harabedian

Seconded: Mayor Pro Tem Rachelle Arizmendi

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia,

John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

ITEMS FOR DISCUSSION:

3. CONSIDERATION OF APPOINTMENT OF YOUTH SEAT TO THE COMMUNITY SERVICES COMMISSION

Recommendation that the City Council agree to consider the appointment to the Youth Seat of the Community Services Commission and select an appointee.

*City Manager, Elaine Aguilar introduced the applicants, Emma Marie Allen and Owen Braudrick.

Mayor Goss opened for public comment but no input was given.

*Owen Braudrick was nominated for the Youth Seat of the Community Services Commission by unanimous consensus from the City Council.

4. RECOMMENDATION THAT THE CITY COUNCIL SUBMIT A LETTER IN SUPPORT OF PROPOSED LEGISLATION SB 1283 REGARDING REGISTRATION REQUIREMENTS FOR GROUP HOMES

Recommendation that the City Council direct staff to prepare a letter of support for Senate Bill 1283 – Substance abuse: Structured Sober Living Homes by Senator Patricia Bates.

*Director of Planning and Community Preservation, Vincent Gonzalez presented.

Mayor Goss opened for public comment.

- Barbara Lee Cline: Supports such a letter
- Emmett McGuire: Supports a letter for Senate Bill 1283

Mayor Goss closed public comment.

APPROVAL OF SUBMISSION OF A LETTER FOR SENATE BILL 1283 AS PRESENTED

Moved: Council Member John Harabedian

Seconded: Mayor Gene Goss

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachele Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

5. RECOMMENDATION TO ADOPT RESOLUTION 16-36 CONTINUING PHASE III WATER CONSERVATION

Recommendation that the City Council adopt Resolution 16-36 continuing Phase III water conservation per Sierra Madre Municipal Code 13.24.100 and extending the existing moratorium on new or enlarged water service connections under the provisions of SMMC 13.24.220

*Director of Public Works, Bruce Inman presented.

Mayor Goss opened for public comment.

- Barry Gold: Supports the continuation of the existing water moratorium

Mayor Goss closed public comment.

APPROVAL OF RESOLUTION 16-36 AS PRESENTED

Moved: Council Member John Capoccia

Seconded: Council Member John Harabedian

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachele Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

FUTURE AGENDA ITEMS

Mayor Pro Tem Arizmendi added that she is the liaison for Collaborate Pasadena, and it conflicts with her liaison assignment with the Library Trustee meeting every fourth Wednesday of the month. Council Member Capoccia is willing to take her place. City Manager Aguilar will place it on a future agenda.

ADJOURNMENT at 8:44 p.m.

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member John Harabedian

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

Gene Goss, Mayor

Minutes taken and typed by:

Melinda Carrillo

City Clerk

MINUTES

Agenda - Regular Meeting of the Sierra Madre City Council,
Successor Agency and Public Finance Authority

Tuesday, June 28, 2016 – 6:30 p.m.

City Hall Council Chambers, 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024

Mayor, Gene Goss, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:00 p.m. The Mayor asked for public comment and there was none, therefore the Mayor immediately recessed to closed session. The City Council returned from closed session at 6:35 p.m. City Attorney, Teresa Highsmith, read the roll, noting that all City Council members were present.

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Present: Gene Goss, Mayor, Rachele Arizmendi, Mayor Pro Tem, Council Members, Denise Delmar, John Capoccia and John Harabedian.

Absent: None

Also Present: Elaine Aguilar, City Manager
Teresa Highsmith, City Attorney
Vincent Gonzalez, Director of Planning and Community Preservation
Larry Giannone, Safety Director and Police Chief
Marcie Medina, Finance Director
Steve Heydorff, Fire Chief
Elisa Cox, Assistant City Manager
James Carlson, Management Analyst
Bruce Inman, Director of Public Works
Joe Ortiz, Captain, Sierra Madre Police Department
Melinda Carrillo, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION

Council Member Capoccia, led the Pledge of Allegiance and followed with an Independence Day prayer.

REPORT FROM CLOSED SESSION

City Attorney Highsmith reported the Council met in closed session with labor negotiator and received an update on the status of negotiations with the CEA Union. Council provided direction but no action was taken.

APPROVAL OF AGENDA:

Moved: Council Member John Capoccia

Seconded: Mayor Pro Tem Rachelle Arizmendi

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

MAYOR AND CITY COUNCIL REPORTS

- 1) Council Member Denise Delmar read a letter from Barbara Cline to Edison commending an employee. Council Member Delmar said she is happy to hear Barbara Cline is doing better and recovering well.
- 2) Council Member Harabedian is sad to hear that Assistant City Manager is leaving Sierra Madre to be Deputy City Manager for Rancho Cucamonga.
- 3) Council Member Capoccia noted he attended the Ravioli and Chicken Dinner and had a great time.
- 4) Mayor Pro Tem Arizmendi along with Mayor Goss, City Manager Aguilar, and Assistant City Manager Cox met with Assemblyman Chris Holden regarding issues affecting us here in Sierra Madre and working on resolutions in regards to City's unfunded mandates, such as EWMP and MS4. Group Living and the State Park Bond were also briefly discussed.
- 5) Mayor Gene Goss attended the Ravioli and Chicken Dinner and had a really nice time. The Sierra Madre Historical Preservation Society did a great job. The Village Vine online will be doing a live broadcast of the Fourth of July Parade. Mayor Goss is happy for Assistant City Manager Cox but sad that we will be losing her. To follow up what Mayor Pro Tem Arizmendi said, Mayor Goss noted that in regards to the MPDS issue, Assemblyman Holden understands and gets the issue.

PUBLIC COMMENT ON NON-AGENDA ITEMS

- Charlie Kissinger, stated how happy he is to see less trash cans and now the bears are temporarily more confused.
- Glenn Putnam, Member of the Library Board of Trustees, had an update regarding Library activities. The summer program includes One Book-One City, Summer Reading Program, Stuffed Animal Sleepover, the movie The Natural on July 8th, Tour of Dodger Stadium and much more planned all summer. Please stop by the Library to get more information and participate in the 2016 Summer Reading Program.

Mayor Goss closed public comment.

PRESENTATIONS

- A Report from San Gabriel Valley Mosquito and Vector Control Officer Jason Farned.
- An Update from Public Works Director Inman regarding water conservation and the City's Water Quality Report.

AGENDA ACTION ITEMS

*Elaine Aguilar, City Manager, gave the following report under the Consent Calendar.

1. CONSENT CALENDAR

- a) **ADOPTION OF RESOLUTION 16-41 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS**

Recommendation that the City Council approve Resolution 16-41 for approval of payment of City Warrants in aggregate amount of \$486,278.15; Library warrants in the aggregate amount of \$12,401.94, and payroll transfer in the aggregate amount of \$329,335.21 for fiscal year ending June 2016.

- b) **CONSIDERATION OF RESOLUTION 16-42: DESIGNATION OF VOTING DELEGATE AND ALTERNATE FOR 2016 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND BUSINESS MEETING**

Recommendation that the City Council designate Council Member John Capoccia as the City's Voting Delegate at the 2016 League of California Cities' Annual Conference and Business meeting and appoint Council Member Denise Delmar as the Alternate Voting Delegate.

- c) **RESOLUTION 16-43: ACCEPTANCE OF THE JULY 2015 ACTUARIAL REPORT AND PREFUNDING SCHEDULE FOR FY 2015-2016 AND FY 2016-2017**

Recommendation that the City Council approve Resolution 16-43, Accepting the July 15 Actuarial Report and Prefunding Schedule for FY 2015-2016 and FY 2016-2017, and the appropriation of fund balance up to \$100,000 to pay for CalPERS California Employers' Retiree Benefit Trust Fund.

- d) **CITY COUNCIL APPOINTMENT TO COLLABORATE PASADENA LEADERSHIP COUNCIL**

Recommendation that the City Council appoint Council Member Capoccia as representative to serve on the Collaborate Pasadena Leadership Council.

Mayor Goss opened for public comment.

- Barbara Lee Cline, asked in regards to Item a, what do we have in reserves at this time for any major emergencies? Moreover, in the future, Ms. Cline would like an explanation regarding payment of City Warrants and aggregate amounts. Lastly, when can we expect a report regarding our school district and do we have a representative on the Pasadena School District Board?

Mayor Goss closed for public comment.

*Mayor Goss asked City Manager Aguilar to address Barbara Lee Cline's questions.

City Manager Aguilar stated the City has approximately \$7,000,000 according to the 2015 audit for major emergencies. In regards to the City Warrants and aggregate amounts, it would take some time to report at a meeting but can be done if directed by Council. To conclude, Larry Torres is the Board Member for the Pasadena School District, as elected by the residents of the City of Sierra Madre.

APPROVAL OF CONSENT CALENDAR AS PRESENTED:

Moved: Council Member John Capoccia

Seconded: Council Member John Harabedian

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

PUBLIC HEARINGS

2. CONSIDERATION OF RESOLUTION 16-44: ADOPTING THE FISCAL YEAR 2016-2017 BUDGET

CONSIDERATION OF RESOLUTION 16-45: APPROVING THE GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016-2017

CONSIDERATION OF RESOLUTION 16-46: APPROVING THE FISCAL YEAR 2016-2017 FEE

CONSIDERATION OF RESOLUTION 16-47: APPROVING THE SALARY MATRIX

CONSIDERATION OF PFA RESOLUTION 69: THE PUBLIC FINANCING AUTHORITY
ADOPTING THE FISCAL YEAR 2016-2017 BUDGET

Recommendation that the City Council open a Public Hearing, and approve Resolution 16-44 Adopting the Fiscal Year 2016-2017 Budget and appropriating the amounts projected; Resolution 16-45 Approving the GANN Appropriation Limits for Fiscal Year 2016-2017; Resolution 16-46 Approving the Fiscal Year 2016-2017 Fee Schedule; Resolution 16-47 Approving an amendment to the Salary Matrix; and PFA Resolution 69 Adopting the Fiscal Year 2016-2017 Budget by The Public Financing Authority.

It is also recommended that the City Council provide staff with direction regarding the committees to study contract proposals and potential revenue options.

*Finance Director, Marcie Medina presented.

Mayor Goss opened for public comment.

- Barbara Lee Cline: How much do we have in general reserves for major emergencies like a fire or an earthquake?

City Manager Aguilar answered Ms. Cline by stating that the 2016 audit is not complete yet so those numbers we have from 2015, and again that is approximately \$7,000,000.

Mayor Goss closed public comment.

SHORT BRAKE FROM 8:50 TO 8:56

DIRECTION REGARDING ITEM 2 PUBLIC HEARING:

APPROVAL OF RESOLUTION 16-44 (with the two changes of adding dispatch fee revenue and 100% internal service funding):

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member Dennis Delmar

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

APPROVAL OF RESOLUTION 16-45 AS PRESENTED:

Moved: Council Member John Harabedian

Seconded: Council Member Dennis Delmar

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

APPROVAL OF RESOLUTION 16-46 (with direction for staff to further evaluate the Park House facility rental fees):

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member John Capoccia

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

APPROVAL OF RESOLUTION 16-47 (with change to a fulltime Code Enforcement Officer, and an upgrade to Administrative Assistant):

Moved: Council Member John Capoccia

Seconded: Council Member John Harabedian

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

APPROVAL OF PFA RESOLUTION 69 AS PRESENTED:

Moved: Council Member John Capoccia

Seconded: Mayor Pro Tem Rachelle Arizmendi

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None
Absent: None
Abstain: None

3. FIRST READING OF ORDINANCE 1377, MUNICIPAL CODE TEXT AMENDMENT 16-02 AMENDING TITLE 17, CHAPTER 17.28 – R3 ZONE OF THE SIERRA MADRE MUNICIPAL CODE

Recommendation that the City Council open a Public Hearing, introduce and approve for first reading by title only, waive further reading, Ordinance 1377.

* Vincent Gonzalez, Director of Planning and Community Preservation presented.

Mayor Goss opened for public comment.

- Barry Gold commended the Planning Commission for a job well done.

Mayor Goss closed public comment.

APPROVAL TO OPEN A PUBLIC HEARING, INTRODUCE AND APPROVE FOR FIRST READING BY TITLE ONLY, WAIVE FURTHER READING, ORDINANCE 1377:

Moved: Council Member John Harabedian

Seconded: Council Member John Capoccia

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachele Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

ITEMS FOR DISCUSSION:

4. CONSIDERATION OF REAPPOINTMENT OF COMMISSIONERS AND BOARD MEMBERS

Recommendation that the City Council provide direction.

*City Manager, Elaine Aguilar, reported. Recommendation was given to re-appoint Manish Desai to the Planning Commission.

Mayor Goss opened for public comment but no input was given.

APPROVAL TO RE-APPOINT MR. MANISH DESAI TO PLANNING COMMISSION:

Moved: Council Member John Capoccia

Seconded: Mayor Pro Tem Rachelle Arizmendi

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

5. POTENTIAL LOS ANGELES COUNTY PARK FUNDING MEASURE 2016

Recommendation that the City Council authorize the Mayor to send a letter to the Los Angeles County Board of Supervisors encouraging changes to the proposed funding measure to provide more of a return back.

*Assistant City Manager, Elisa Cox, presented.

Mayor Goss opened for public comment.

- Barry Gold: Does not support such a letter at this time since it means asking residents for more money in the near future.

Mayor Goss closed public comment.

APPROVAL OF SUCH A LETTER AS PRESENTED:

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member John Capoccia

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

NO FUTURE AGENDA ITEMS PLACED

ADJOURNMENT at 9:42 p.m.

Moved: Council Member John Harabedian

Seconded: Mayor Pro Tem Rachelle Arizmendi

Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia, John Harabedian and Denise Delmar

Noes: None

Absent: None

Abstain: None

Gene Goss, Mayor

Minutes taken and typed by:

Melinda Carrillo
City Clerk



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
Denise Delmar, Council Member
John Capoccia, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor Goss and Members of the City Council
FROM: Elaine I. Aguilar, City Manager 
DATE: September 13, 2016
SUBJECT: Response to Grand Jury Appointed Commissions Report

SUMMARY

The Los Angeles County Civil Grand Jury (CGJ) is charged with reporting on the operations of the County and its 88 cities, 493 special districts, 80 school districts, and 13 community college districts. This year the CGJ conducted a survey and issued a report on, "Appointed Commissions: Transparency Will Maintain the Public Trust." The report evaluated the transparency of the County and city commissions, with respect to the appointment of commissioners, the availability of agendas, and minutes, the ease of finding commission related information on the County and individual city websites, etc.

Now that the report has been issued (a copy of the report is attached to the end of this staff report), the City is required to respond to the report's findings and recommendations. It is important to note that while the Grand Jury report includes recommendations, it is not a requirement that a city implement the recommendations. However, the Grand Jury requests an explanation regarding the reason the recommendation is not implemented. Cities were requested to respond no later than September 30, 2016.

Sierra Madre fared well in the survey, meaning the city was already doing many of the recommended practices, however, there were two areas where staff will need Council policy direction in order to respond.

This staff report seeks City Council policy direction regarding the following:

1. Whether elected officials are allowed to serve on a city commission.
2. Whether a commissioner can serve on multiple commissions simultaneously.

ANALYSIS

The CGJ issued a report entitled, "Appointed Commissions: Transparency Will Maintain the Public Trust." The report made a number of findings and recommendations for all

cities in the county regarding the availability of information about city commissions on city websites, ease in locating the information, whether information was included regarding the commissioner terms, purpose of the commission, compensation of commissioners (even to explicitly state, "no compensation"), availability of agendas and minutes, and whether elected officials could serve on commissions, and whether a commissioner could serve on more than one commission.

Sierra Madre fared well in the study, and the city's website was rated as a website that was "judged satisfactory for ease of use." The other category was, "websites judged unsatisfactory for ease of use." The top recommendation was that cities should create "Commissions Facts" for each existing commission that includes a summary of the information about the commission. The city can implement this modification and staff will respond that this modification will be made to the city's website by January 1, 2017. Some, but not all of the recommended information is currently available on the city's website.

There were two areas where staff will need policy direction in order to respond. These two areas are:

1. Whether elected officials are allowed to serve on a city commission.
2. Whether a commissioner can serve on multiple commissions simultaneously.

Attached are the sections of the City's Municipal Code that pertain to the current commissions:

1. Library Board of Trustees
2. Senior Community Commission
3. Community Services Commission
4. Planning Commission
5. Energy Environment and Natural Resources Commission

The Municipal Code is silent regarding whether elected officials are allowed to serve on a city commission, and it is also silent regarding whether a commissioner can serve on multiple commissions. Silence, in this regard, means that there is no current prohibition for any elected official to serve on a commission or for any person to be appointed to more than one commission simultaneously, as long as such dual service does not violate the "incompatible office doctrine" of Government Code Section 1099 (discussed further below).

While it has been perhaps the practice to not appoint an individual to more than one commission, and staff cannot recall when an elected official was appointed to a commission, there is no ordinance or written policy prohibiting either. Should the Council wish to change this, a Municipal Code amendment would be required. The

CGJ did not provide a definition of “elected official” so staff is interpreting this broadly to include not just municipal elected officials (meaning the City Council, the Treasurer and the City Clerk), but also other special districts, county, state and federal elected individuals.

The City Council has a number of options:

- A. The first is to continue to “remain silent” on both items, or to not implement the CGJ’s recommendations. Staff would respond to CGJ that the City is not implementing these recommendations and provide a justification, and explanation.
- B. The second option is to implement one of the two recommendations. For example the Council could inform the CGJ that current law does not prohibit the holding of any person to simultaneously hold positions on more than one commission, but remain silent on whether an elected official may be appointed to a commission. Conversely, if the Council wished to direct staff to prepare an amendment to the municipal code to explicitly limit eligibility requirements for appointment to a commission, the City could advise the CGJ of this change in the law and implement the CGJ reporting recommendation on this matter..

If the Council were to implement specific language limiting the ability of an “elected official” to serve on a commission, or the ability of an individual to simultaneously serve on more than one commission, staff would need direction regarding the drafting of an ordinance modifying the City’s Municipal code.

There is no state or City prohibition for any elected official serving on a commission, or for any person to serve on more than one commission, as long as such dual service would not violate the “incompatible office doctrine,” which is codified at Govt. Code Section 1099. This code section basically states, “A public officer, including, but not limited to, an appointed or elected member of a governmental board, commission, committee, or other body, shall not simultaneously hold two public offices that are incompatible.” Essentially, a person may not simultaneously hold two public offices if there is any, “conflict of duties or loyalties between the offices; if the dual office holding would be improper for reasons of public policy; or if either office exercises a supervisory, auditing, or removal power over the other.” (So this section prohibits members of the City Council from serving on a commission, which is advisory to the Council, but may not preclude other elected officials from such service.) If a “non-City Council Member” elected official is considered for appointment to a commission, an analysis would be performed to determine if the appointment violates Govt. Code section 1099. This analysis is currently performed for any applications for commission appointment and has come up in the past, most frequently with the

relationship between the Library Board, the Friends of the Library and the Historical Society.

To briefly summarize, the City Council could direct that the municipal code be revised to prohibit City of Sierra Madre elected officials (City Council Members, City Treasurer or City Clerk) to serve on a commission, but allow other elected officials (special districts, school district, county, state, federal) to serve on a commission, as long as the elected office and the commission are not incompatible. Conversely, the City Council could modify the City's Municipal Code to state that no local, county, state, or federal elected officials may serve on city commissions. If the Council also desires to limit any person from holding simultaneous commission appointments, the municipal code would need to be modified to reflect this limitation.

- C. The third option is to implement both CGJ recommendations; as stated, presently there are no limitations on the ability of an elected official to serve on a commission or for any person to simultaneously hold positions on more than one commission, other than the application of the "incompatible office doctrine" on a case by case basis. If the Council elects the third option, staff will need to know whether the Council would like to report the status quo or amend the municipal code before reporting the answers to these questions to both the CGJ and on the City's website.

Staff will be able to respond by the CGJ deadline, even if the Council has not yet adopted an ordinance modifying the City's Municipal Code. Staff would indicate that the recommendation (or recommendations) is/are being implemented and provide a timeframe for implementation. (For example, the approximate dates when the Council could take action, and the approximate date when the ordinance would become law.)

FINANCIAL REVIEW

There is no financial impact associated with the preparation of this staff report, other than staff time. If an ordinance is drafted, additional staff time, including City Attorney time will be spent on the project, and there will be publishing costs incurred, along with a charge from the municipal code publishing company to revise the code.

It should be noted that Sierra Madre, and the other 33 of 88 cities, was commended by the CGJ for having commissioners who serve without pay.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, the City's website, and the Sierra Madre Public Library.

ALTERNATIVES

The City Council may consider one of the following:

1. Direct staff to respond that the two recommendations (serving on more than one commission and elected officials serving on a commission) are not planned to be implemented and provide a justification and explanation.
2. Direct staff to implement one or both recommendations, by returning with an ordinance modifying the Municipal Code if limitations on commission eligibility are desired.
3. Any other action the Council desires.

STAFF RECOMMENDATION

It is recommended that the City Council provide staff with direction.

Attachments:

1. Correspondence from the County of Los Angeles Civil Grand Jury
2. City Municipal Code Sections pertaining to current City Commissions



County of Los Angeles CIVIL GRAND JURY

CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER
210 WEST TEMPLE STREET • ELEVENTH FLOOR • ROOM 11-506 • LOS ANGELES, CALIFORNIA 90012
TELEPHONE (213) 628-7914 • FAX (213) 229-2595
<http://www.grandjury.co.la.ca.us/>

June 23, 2016

Elaine Aguilar, City Manager
City of Sierra Madre
232 West Sierra Madre Blvd.
Sierra Madre, CA 91024

In Re: APPOINTED COMMISSIONS: TRANSPARENCY WILL MAINTAIN THE PUBLIC TRUST
Pre-release of a report by the 2015-2016 Los Angeles County Civil Grand Jury

NOTE: DO NOT DISCLOSE ANY REPORT CONTENTS PRIOR TO JUNE 30, 2016.

Dear Ms. Aguilar:

California Penal Code Section 933.05 (f) provides: "A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report."

The enclosed report will be released to the public on June 30, 2016.

A response to all Recommendations in a Civil Grand Jury Report is required by California Penal Code Sections 933 (c), 933.05 (a), and 933.05 (b) within ninety (90) days following the release of the report to the public, and no later than September 30, 2016. Responses shall be sent: Presiding Judge Carolyn B. Kuhl, Los Angeles County Superior Court, Clara Shortridge Foltz Criminal Justice Center, 210 West Temple Street, Eleventh Floor-Room 11-506, Los Angeles, California, 90012. Attached are the requirements contained in California Penal Code Section 933.05 (a) and 933.05 (b) for how to respond.

Sincerely,

A handwritten signature in black ink, appearing to read "Bart Benjamins".

Bart Benjamins, Foreperson
2015-2016 Los Angeles County Civil Grand Jury

Encl:

California Penal Code Section 933.05(a) and (b)

(a) For purposes of subdivision (b) of Section 933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

- (1) The recommendation has been implemented, with a summary regarding the implemented action.
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
- (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.



**APPOINTED COMMISSIONS:
TRANSPARENCY WILL MAINTAIN
THE PUBLIC TRUST**

APPOINTED COMMISSIONS: TRANSPARENCY WILL MAINTAIN THE PUBLIC TRUST

I. EXECUTIVE SUMMARY

The primary purpose of this investigation was to examine the degree of transparency provided by Los Angeles County and city governments for the commissions they have authorized in their jurisdictions. The 2015-2016 Los Angeles County Civil Grand Jury (CGJ) studied the county and 88 city websites for information provided to the public regarding each commission's:

- membership,
- mission statement,
- term, and
- compensation or lack thereof.

Each website should additionally inform the public:

- whether elected officials are allowed to serve,
- whether citizens are allowed to serve on more than one commission, and
- whether agendas and minutes of each meeting are published.

The website should be generally easy to use.

The CGJ review shows that many local government websites in this example yield less transparency than citizens expect. The CGJ believes that providing this, and other, information in an accurate and accessible manner is a legitimate public interest and is an important aspect of maintaining the public trust.

Recommendations are made for individual entities to improve the public information about commissions on their websites.

II. BACKGROUND

This investigation was prompted by the scandals in Bell¹ and Compton.² City council members and other officials there were appointed to commissions and then compensation for commission members was raised to unrealistic amounts. Subsequently, multiple meetings were held in which little or no work was done. This

¹ Gottlieb, Jeff, Winton, Richard, and Vives, Ruben, "Bell Council was Paid for Boards that Seldom Met," *Los Angeles Times*, August 25, 2010. <http://pqasb.pqarchiver.com/latimes/doc/746642334.html?FMT=ABS&FMTS=ABS:FT&t>

² Jennings, Angel, "City Officials Take Extra Pay," *Los Angeles Times*, August 21, 2015. <http://pqasb.pqarchiver.com/latimes/doc/1705694136.html?FMT=ABS&FMTS=ABS:FT>

scheme allowed the perpetrators to amass thousands and in some cases tens of thousands of dollars in unearned income.

If information was readily available to citizens about these cities' commissions, it is likely that concerned citizens would have noticed, and these scandals could have been shortened or avoided entirely. Websites that do not include information, such as compensation (if any), whether elected officials are allowed to serve, whether service on more than one commission at the same time is permissible, and do not publish agendas and minutes, are not serving the public interest. Although a person determined to defraud will find a way, an informed public can be a formidable barrier.

A. Accessibility to Relevant Information about Commissions

Records pertaining to the creation and operation of the commissions are a matter of public record and explanatory information about each commission, along with pertinent records, such as relevant ordinances, agendas, and minutes of public meetings, should be available in an easily accessible form. Websites must be easy for users to navigate as well. A website publishing all facts and minutes with 100% transparency is worthless if citizens cannot find the information.

A commission may be authorized by a county or city government to investigate and/or handle an issue in a timely manner and, further, to advise the appointing authority. Commissions provide a valuable service and many citizens serve without compensation. Others receive a small monthly stipend, capped at \$150 by state law unless superseded by a statute specifying a different amount. Some commissions, like South Pasadena's "Fourth of July/Festival of Balloons," promote civic pride and community spirit and others, like Planning Commissions, are created to provide a valuable service and ease the workload that could otherwise burden elected officials.

Regardless, an interested citizen should be able to find the published information on commissions in one or two clicks on a website. The Los Angeles County website was one of the better that the CGJ examined. It was easy to navigate, but even it omitted relevant facts in some cases.

Many of the city websites examined by the CGJ were comparable to the Los Angeles County site but some were difficult, and a few were impossible, to navigate. Most websites omitted information that ought to be readily available to the public. A common omission, for example, was the failure to mention whether compensation was paid, in any amount, for membership on a commission. If no compensation is provided the "Commission Facts" should state this explicitly.

Easy navigation will present a website user with a selection for "Commissions," either on the main page or under a heading such as "Services" or "Government." Clicking on this choice should contain an up-to-date list of all of the existing commissions, and also have choices or links under each for "Commission Facts" and "Agenda/Minutes." Commissions that are inactive and likely to remain so should be deleted.

B. Statutory Basis for Commissions

- (1) Government Code Section 37112 provides authority for the establishment of commissions by cities. It states that “. . . a legislative body may perform all acts necessary and proper to carry out the provisions of this title.”³
- (2) Government Code Section 65100 states that “the legislative body shall by ordinance assign functions of a planning agency to a planning department, one or more planning commissions” or some combination of appropriate and necessary entities. In the absence of this assignment, the legislative body shall carryout the functions of the planning agency. Sections 65001 through 65007 define the rules for creating a planning commission.
- (3) The Ralph M. Brown Act, Government Code Section 54950 and following, requires that commission meetings, agendas, and minutes shall be open and available to the public and, further, establishes strict rules for closed meetings. Closed meetings generally are necessary when discussing personnel evaluation, compensation issues, employee discipline, and pending litigation, among other topics.
- (4) Government Code Section 36516 authorizes the maximum compensation for serving on a commission as \$150 per month unless another statute specifies a different amount. Unfortunately, a few officials have used this procedure to enrich themselves at the expense of the general public.
- (5) Government Code Section 54952.3 requires that a commission meeting being held simultaneously or in serial order with that of any other legislative body meeting must announce the compensation amount or stipend that each member of the commission is to receive.
- (6) The Maddy Act, Government Code Sections 54970 and 54972, requires public posting in December of all commission vacancies that will be occurring in the next calendar year. This “Local Appointments List” also shall include the qualifications required for each position.

III. METHODS AND PROCEDURES

The CGJ examined county and city websites for information, finding it usually under the heading “Commission Facts.” It looked specifically for information about the commissions in each jurisdiction, including the date created, the purpose of the commission, the membership requirements, length of term, compensation facts, how often each was scheduled to meet, attendance requirements, agendas and minutes of each meeting, and whether the website contained up-to-date information.

³ Title 4: Government of Cities, Section 3400 et seq., California Government Code.

Much website information was incomplete so the CGJ sent an email with the appropriate questions to each of the 88 cities in Los Angeles County.⁴ A second email was sent to non-responders of the first one, followed by telephone requests to any city that had still not complied. Interestingly, many of the failures to reply were caused by invalid or out of date email addresses that the CGJ took directly from the July 2015 Los Angeles County Roster of City Officials. The email responses provided the missing information and after analysis allowed the CGJ to make its recommendations.

The CGJ then compiled and analyzed the information. A decision was made to grade the websites for clarity and ease of use. A website was graded as satisfactory if facts about the commission were accessible from the home page.

A second analysis was done for content, concentrating on matters of compensation, membership requirements, and whether minutes were published.

IV. FINDINGS

1. CGJ queries to the 88 cities in the county elicited 86 responses with only Compton, and Monterey Park failing to respond.
2. Two cities, Bell and Westlake Village, have no commissions.
3. The Los Angeles County website lists 174 commissions and compensation amounts that range from \$0 to \$300, with the higher amounts paid for serving on commissions requiring special expertise. "Commission Facts" provided on the county website document the history for each of its commissions, including the establishing ordinance, purpose, membership, duties, compensation, and minutes of all meetings. The data appears to be updated in a timely manner and can be displayed to any interested party.
4. Some cities publish agendas for commission meetings but not the minutes.
5. In lieu of publishing minutes, many cities post video recordings of commission meetings on their web site. This is acceptable and after the initial cost of the video equipment is absorbed, the process is relatively free.
6. Many cities are not current in publishing minutes of commission meetings. Some are many months behind.
7. The websites of the 88 cities in Los Angeles County most commonly omitted information pertaining to compensation. Other common omissions were whether elected officials are allowed to serve and whether a commissioner can serve on

⁴ The questionnaire is attached. See Appendix.

multiple commissions simultaneously. This information was provided in responses to our e-mail queries.

8. Of all the cities reporting compensation for service on a commission, only two currently report this on their websites in "Commission Facts."
9. Stipends are not always provided for commission service. While the CGJ applauds the 34 cities whose commissioners serve without pay, it notes that stipends provided to commissioners in 50 cities, which ranged from \$10 to \$250, is not a major concern.
10. Higher stipends were generally reserved for service on Planning Commissions, whose members are usually required to have more specialized knowledge and experience.
11. Only the City of Industry exceeded the \$250 upper threshold and pays members on two of its commissions \$680 per meeting. Attendance is not mandatory for compensation.
12. Many cities' "Commission Facts" mentioned the Brown Act and/or the Maddy Act and appeared to follow the rules outlined in them, but Government Code section 36516, which authorizes a maximum compensation of \$150, was conspicuous by its absence.
13. It was impossible to reach the Lomita website, even as we tried many variations of the web address.

V. RECOMMENDATIONS

The CGJ recommends that local government websites be improved in the five following ways:

- 5.1. Los Angeles County and each listed city in Section VI should add to the "Commission Facts" for each existing commission whether compensation is paid and in what amount, including whether attendance is mandatory for payment. If there is no compensation, state that none is provided.
- 5.2. Los Angeles County and each listed city should add to "Commission Facts" for each existing commission whether or not elected officials may serve on it.
- 5.3. Los Angeles County and each listed city should add to "Commission Facts" for each existing commission whether or not commissioners are allowed to serve on more than one commission at the same time."

- 5.4. Each listed city should publish or provide a link to the current agenda and timely meeting minutes for each meeting of each existing commission on the website.
- 5.5. Each listed city should add a conspicuous link to "Commissions" on the home page or as a menu option under "Departments," "Government," or "Services."

VI. REQUEST FOR RESPONSE

California Penal Code Sections 933(c) and 933.05 require a written response to all recommendations contained in this report. Such responses shall be made no later than ninety (90) days after the Civil Grand Jury publishes its report (files it with the Clerk of the Court). Responses shall be made in accord with Penal Code Sections 933.05 (a) and (b).

All responses to the recommendations of the 2015-2016 Civil Grand Jury must be submitted on or before September 30, 2016, to:

Presiding Judge
 Los Angeles County Superior Court
 Clara Shortridge Foltz Criminal Justice Center
 210 West Temple Street
 Eleventh Floor-Room 11-506
 Los Angeles, CA 90012

Responses are required from:

THESE WEBSITES WERE JUDGED SATISFACTORY FOR EASE OF USE.

| Location | Web Address | Recommendation | | | |
|------------------|--|----------------|-----|-----|-----|
| Agoura Hills | www.ci.agoura-hills.ca.us | 5.1 | 5.2 | 5.3 | |
| Artesia | www.cityofartesia.us | 5.1 | 5.2 | 5.3 | |
| Avalon | www.cityofavalon.com | 5.1 | 5.2 | 5.3 | |
| Bellflower | www.bellflower.org | 5.1 | 5.2 | 5.3 | |
| Beverly Hills | www.beverlyhills.org | 5.1 | 5.2 | 5.3 | |
| Burbank | www.burbankca.gov | | 5.2 | | 5.4 |
| Carson | www.ci.carson.ca.us | 5.1 | 5.2 | 5.3 | 5.4 |
| Cerritos | www.cerritos.us | 5.1 | 5.2 | 5.3 | |
| Claremont | www.ci.claremont.ca.us | 5.1 | 5.2 | 5.3 | |
| Commerce | www.ci.commerce.ca.us | 5.1 | 5.2 | 5.3 | 5.4 |
| Cudahy | www.cityofcudahy.com | 5.1 | 5.2 | 5.3 | 5.4 |
| Gardena | www.ci.gardena.ca.us | 5.1 | 5.2 | 5.3 | 5.4 |
| Glendale | www.ci.glendale.ca.us | 5.1 | 5.2 | 5.3 | |
| Hawaiian Gardens | www.hgcity.org | 5.1 | 5.2 | 5.3 | |
| Hermosa Beach | www.hermosabch.org | 5.1 | 5.2 | 5.3 | |

| | | | | | |
|-----------------------|--|-----|-----|-----|-----|
| Hidden Hills | www.hiddenhillscity.org | 5.1 | 5.2 | 5.3 | |
| Huntington Park | www.hpca.gov | 5.1 | 5.2 | 5.3 | |
| City of Industry | www.cityofindustry.org | 5.1 | 5.2 | 5.3 | |
| Inglewood | www.cityofinglewood.org | 5.1 | 5.2 | 5.3 | 5.4 |
| Irwindale | www.ci.irwindale.ca.us | 5.1 | 5.2 | 5.3 | 5.4 |
| La Canada Flintridge | www.lcf.ca.gov | 5.1 | 5.2 | 5.3 | 5.4 |
| Lakewood | www.lakewoodcity.org | 5.1 | 5.2 | 5.3 | 5.4 |
| La Mirada | www.cityoflamirada.org | 5.1 | 5.2 | 5.3 | 5.4 |
| La Puente | www.lapuente.org | 5.1 | 5.2 | 5.3 | 5.4 |
| Lawndale | www.lawndalecity.org | 5.1 | 5.2 | 5.3 | |
| Malibu | www.ci.malibu.ca.us | 5.1 | 5.2 | 5.3 | |
| Manhattan Beach | www.ci.manhattan-beach.ca.us | 5.1 | 5.2 | 5.3 | 5.4 |
| Maywood | www.cityofmaywood.com | 5.1 | 5.2 | 5.3 | |
| Monterey Park | www.ci.monterey-park.ca.us | 5.1 | 5.2 | 5.3 | |
| Palos Verdes Estates | www.pvestates.org | 5.1 | 5.2 | 5.3 | |
| Paramount | www.paramountcity.com | 5.1 | 5.2 | 5.3 | 5.4 |
| Pasadena | www.cityofpasadena.net | 5.1 | 5.2 | 5.3 | 5.4 |
| Pico Rivera | www.pico-rivera.org | 5.1 | 5.2 | 5.3 | 5.4 |
| Pomona | www.ci.pomona.ca.us | 5.1 | | 5.3 | |
| Redondo Beach | www.redondo.org | 5.1 | 5.2 | | |
| Rolling Hills Estates | www.ci.rolling-hills-estates.ca.us | 5.1 | 5.2 | 5.3 | 5.4 |
| San Dimas | www.cityofsandimas.com | 5.1 | 5.2 | 5.3 | |
| San Gabriel | www.sangabrielcity.com | 5.1 | 5.2 | 5.3 | |
| Santa Clarita | www.santa-clarita.com | 5.1 | 5.2 | 5.3 | 5.4 |
| Santa Monica | www.smgov.net | 5.1 | | 5.3 | |
| Sierra Madre | www.cityofsierramadre.com | 5.1 | 5.2 | 5.3 | 5.4 |
| Signal Hill | www.cityofsignalhill.org | 5.1 | 5.2 | 5.3 | |
| South Gate | www.cityofsouthgate.org | 5.1 | 5.2 | 5.3 | |
| South Pasadena | www.ci.south-pasadena.ca.us | 5.1 | 5.2 | 5.3 | 5.4 |
| Torrance | www.torranceca.org | | 5.2 | 5.3 | |
| Vernon | www.cityofvernon.org | 5.1 | 5.2 | 5.3 | 5.4 |
| West Covina | www.westcovina.org | 5.1 | 5.2 | 5.3 | 5.4 |
| West Hollywood | www.weho.org | 5.1 | | 5.3 | |
| Los Angeles County | www.bos.co.la.ca.us | 5.1 | 5.2 | 5.3 | |

THESE WEBSITES WERE JUDGED UNSATISFACTORY FOR EASE OF USE.

| Location | Web Address | Recommendations | | | | |
|--------------|--|-----------------|-----|-----|-----|-----|
| Alhambra | www.cityofalhambra.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Arcadia | www.ci.arcadia.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Azusa | www.ci.azusa.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Baldwin Park | www.baldwinpark.com | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Bell Gardens | www.bellgardens.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |

| | | | | | | |
|---------------------|--|-----|-----|-----|-----|-----|
| Bradbury | www.cityofbradbury.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Calabasas | www.cityofcalabasas.com | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Compton | www.comptoncity.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Covina | www.covinaca.gov | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Culver City | www.culvercity.org | 5.1 | | | 5.4 | 5.5 |
| Diamond Bar | www.ci.diamond-bar.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Downey | www.downeyca.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Duarte | www.accessduarte.com | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| El Monte | www.ci.el-monte.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| El Segundo | www.elsegundo.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Glendora | www.ci.glendora.ca.us | 5.1 | 5.2 | 5.3 | | 5.5 |
| Hawthorne | www.cityofhawthorne.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| La Habra Heights | www.la-habra-heights.org | 5.1 | 5.2 | 5.3 | | 5.5 |
| Lancaster | www.cityoflancasterca.org | 5.1 | 5.2 | 5.3 | | 5.5 |
| La Verne | www.ci.la-verne.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Lomita | www.lomita.com/cityhall | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Long Beach | www.longbeach.gov | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Los Angeles | www.lacity.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Lynwood | www.lynwood.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Monrovia | www.cityofmonrovia.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Montebello | www.cityofmontebello.com | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Norwalk | www.ci.norwalk.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Palmdale | www.cityofpalmdale.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Rancho Palos Verdes | www.rpvca.gov | 5.1 | 5.2 | 5.3 | | 5.5 |
| Rolling Hills | www.rolling-hills.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Rosemead | www.cityofrosemead.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| San Fernando | www.ci.san-fernando.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| San Marino | www.ci.san-marino.ca.us | 5.1 | 5.2 | 5.3 | | 5.5 |
| Santa Fe Springs | www.santafesprings.org | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| South El Monte | www.ci.south-el-onte.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Temple City | www.ci.temple-city.ca.us | 5.1 | 5.2 | 5.3 | | 5.5 |
| Walnut | www.ci.walnut.ca.us | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 |
| Whittier | www.cityofwhittier.org | | 5.2 | 5.3 | 5.4 | 5.5 |

VII. ACRONYMS

BOS Board of Supervisors
CGJ Civil Grand Jury

VIII. COMMITTEE MEMBERS

| | |
|----------------|-----------|
| George Zekan | Chair |
| Lorraine Stark | Secretary |
| Edna McDonald | |
| Molly Milligan | |

APPENDIX

Dear City Manager,

The 2015-2016 Los Angeles County Civil Grand Jury is gathering information on city-appointed commissions. We have examined many official city web sites and found some information useful to citizens but many sites lack essential facts and others are incomplete.

Please respond to us no later than December 21, 2015. If your city has committees, agencies, and/or boards that function in the same capacity as commissions we ask that you treat them as such when answering the following questions.

1. How many commissions exist in your city?
2. Are commission members compensated in any way?
 - a. If so, what is the compensation amount?
 - b. Is attendance at commission meetings mandatory to receive compensation?
 - c. Is there a maximum amount of compensation a member may receive?
 - d. Does your city have term limits on a commissioner's service?
3. Are elected officials in your city allowed to serve on commissions?
4. Are commission members permitted to simultaneously serve on more than one commission?
5. Are the agendas and minutes of all commissions published on your city's web site?
6. Do the above answers apply to all of your city's commissions?

Thank you very much.

2015-2016 Los Angeles County Civil Grand Jury

civilgrandjury@lacourt.org (213) 628-7914

2.04.060 - Actions by commissions. :

Anything else in this chapter to the contrary notwithstanding, any action by any commission which:

- A. Conflicts with the general plan;
- B. Changes or alters any public capital improvement within the city; or
- C. Changes or alters the use, availability or function of any capital improvement or public property, shall not become final or be put into force and effect until after the city council shall have reviewed the same at the next regularly scheduled city council meeting.

(Ord. 1163 § 1, 1999)

2.04.070 - Terms of board and commission appointees. :

- A. Unless otherwise provided by law or this code, the provisions of this section shall apply to all members of city commissions and boards other than the board of library trustees, which is governed by the California Education Code, and the emergency services and disaster commission, which is governed by Chapter 2.32 of this code.
- B. The terms of all members of boards and commissions created by this code expire on June 30th of the calendar year in which they are scheduled to expire.
- C. No commission or board member shall serve more than two, consecutive, full terms although a person may be reappointed after a break in service. Completion of a partial term shall not constitute a "full term" for purposes of this section, nor shall service on two different boards or commissions be counted in determining when a commission or board member has reached the term limit provided by this chapter.
- D. All terms of service on city commissions and boards established by this code shall be for four years unless otherwise required by law or specified by this code.
- E. The city council may remove any person from any city board or commission at any time by with or without cause, provided that its action to do so is by a motion supported by the affirmative votes of three members of the city council.

(Ord. 1222 § 1, 2005)

2.04.080 - Appointment of members of boards and commissions. :

The procedures for appointment of members of boards and commissions shall be established by resolution of the city council.

(Ord. 1222 § 2, 2005)

(Ord. No. 1285, § 1, 11-12-08)

Chapter 2.16 - LIBRARY BOARD OF TRUSTEES



Sections:

2.16.010 - Established.



Pursuant to the provisions of an Act of the Legislature of the state of California, entitled "An Act to Provide for the Establishment and Maintenance of Public Libraries within Municipalities," approved March 23, 1901, and of all acts supplementary thereto or amendatory thereof, there shall be, and there is established in and for the city, a free public library for the use and benefit of the city.

(Prior code § 2600)

2.16.020 - Powers and duties.



The powers and duties of the library board of trustees shall be set forth in Division 20, Chapter 3 of the Education Code entitled "Municipal Libraries," as presently constituted and as hereafter amended.

(Prior code § 2601)

Chapter 2.24 - SENIOR COMMUNITY COMMISSION

Sections:

2.24.010 - Created.

The senior community commission is created.

(Ord. 1208 § 2 (part), 2004)

2.24.020 - Membership.

- A. The senior community commission shall consist of seven members appointed by the city council.
- B. Each member of the senior community commission must be either:
 - 1. A city resident;
 - 2. A non-resident owner of property in the city; or
 - 3. A non-resident professional who represents a specialized expertise and who is employed within the city limits.

There shall be only one non-resident member of the commission at any one time.

- C. The membership of the commission shall consist initially of those persons appointed to the commission on aging when the senior community commission is created and each such person shall serve on the senior community commission until his or her term on the commission on aging would have expired.

(Ord. 1208 § 2 (part), 2004)

2.24.030 - Terms.

Each senior community commission member shall serve a term of three years. A commission member shall serve no more than two consecutive full terms, but a commission member who has served two consecutive full terms may be re-appointed to the commission no earlier than two years after the termination of that member's second consecutive full term.

(Ord. 1208 § 2 (part), 2004)

2.24.040 - Purpose.

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The senior community commission advises the city council on the welfare and well-being of older Sierra Madreans. The specific and primary purpose of this commission is to provide an effective vehicle for the welfare and well-being of senior citizens of Sierra Madre by:

- A. Assessing and defining their needs;
- B. Locating and publicizing available resources;
- C. Coordinating and initiating services and opportunities for older Sierra Madreans, such as serving hot meals;
- D. Informing the community of the needs of older Sierra Madreans and suggesting ways to participate in creating solutions to those problems; and
- E. Monitoring expenses and revenues directly relating to senior programming and services.

(Ord. 1208 § 2 (part), 2004)

< 2.16.020 - Powers and duties.

Chapter 2.40 - COMMUNITY SERVICES COMMISSION

Sections:

2.40.010 - Established.

The community services commission of the city is created.

(Ord. 1236 § 2 (part), 2005)

2.40.020 - Membership.

The community services commission of the city shall consist of seven persons. The city council may appoint a minor resident of the city, between the age of thirteen and seventeen, to one of the regular positions on the community services commission as a full voting member of the commission. The appointment shall be for a term which shall end no later than June 30th following the date of appointment.

(Ord. 1236 § 2 (part), 2005)

2.40.030 - Terms.

Each member of the community services commission shall serve for three-year terms, subject to the provisions of Section 2.04.070 of this code.

(Ord. 1236 § 2 (part), 2005)

2.40.040 - Duties and responsibilities.

- A. The fundamental nature of the community services commission is to improve and enhance the quality of life throughout the community. The community services commission is responsible for overseeing the city's recreation and community services programs. The commission oversees the general use of parks, public facilities, transportation, community communication, and matters relating to the community's recreational and service needs. The commission provides information and recommendations to the city council in these areas.

B. The duties and responsibilities of the commission shall be as follows:

1. Act in an advisory capacity and be responsible to the city council in all matters pertaining to parks, public recreation and community services;
2. Act as the communications link between the residents, city council, and community services department, in all matters pertaining to parks, facilities, recreation, and community services, and to cooperate with other governmental agencies and civic groups in the advancement of sound park, recreation, and community service planning and programming;
3. To plan and recommend community service programs and evaluate community service programs and services designed to meet the community needs in areas of youth, recreation, adults, seniors, parks, aquatics, community communications, events, and transportation;
4. Parks and facilities:
 - a. Act in an advisory capacity to the city council in all matters pertaining to the acquisition, improvement, development, maintenance, and use of all public parks and facilities in the city,
 - b. Recommend regulations, rules, and policies for city council adoption including hours of operation, fees, programs, organizations and operational procedures,
 - c. Review the items in subsection (B)(4)(b) of this section annually and provide recommendations to the city council,
 - d. Advise for long range capital improvements;
5. Recreation, community services, and transportation:
 - a. Formulate policies on services and programs for approval by the city council, including: agreements with the board of education of the school district and the city council for the best possible joint use of parks and recreation facilities and similar agreements with other civic groups,
 - b. Interpret the policies and functions of the community services department to the community,
 - c. Make periodic inventories of community services that exist or may be needed, assess and communicate the needs of the community to the community services director and the city council,
 - d. Aid in the coordinating of community services with the programs of other governmental agencies and voluntary organizations;

6. Community cable television:
 - a. Formulate policies regarding the community bulletin board, rebroadcast schedule, and programs for the Community Channel 3, for approval by the city council, including: reviewing agreements with the Community Media of the Foothills Board and similar agreements with other civic groups as necessary,
 - b. Interpret and communicate the policies and functions of community cable television to the community services department and to the community,
 - c. Act in an advisory capacity to the city council in all matters pertaining to community cable television;
7. Advise in the preparation of the community services department work plan and goals and budget and make recommendations to the city council;
8. Perform all other duties referred to and requested of the community services commission by the city council;
9. Improve and enhance the quality of life throughout the community through people, parks, and programs.

(Ord. 1236 § 2 (part), 2005)

Chapter 2.44 - PLANNING COMMISSION



Sections:

2.44.010 - Created.



A planning commission of the city is created.

(Prior code § 2410)

2.44.020 - Membership.



The planning commission of this city shall consist of a total of seven members.

(Ord. 1111 § 1, 1994: Ord. 1110 § 1, 1994: Ord. 957 § 1, 1978: prior code § 2411)

2.44.040 - Duties.



The city planning commission shall perform the duties required by applicable state law, and such other duties as may be ordered by the city council.

(Prior code § 2413)

Chapter 2.46 - ENERGY, ENVIRONMENT, AND NATURAL RESOURCES COMMISSION^[2] :

Sections:

2.46.010 - Created. :

An energy, environment, and natural resources commission is hereby created.

(Ord. No. 1341, § 1, 7-23-13)

2.46.020 - Membership. :

The energy, environment, and natural resources commission shall be comprised of seven members, each appointed by the city council.

Membership of the commission shall consist initially of those individuals appointed to the former tree advisory commission and green committee.

(Ord. No. 1341, § 1, 7-23-13)

2.46.030 - Commission officers. :

The commission shall elect from its own members a chairperson and vice-chairperson. Terms as chair and vice-chair shall be for one year.

(Ord. No. 1341, § 1, 7-23-13)

2.46.040 - Meeting time and place. :

The commission shall meet at 7:00 p.m. on the third Wednesday of each month. Meetings shall be held in the city hall council chamber unless clearly noted as elsewhere on the posted agenda.

(Ord. No. 1341, § 1, 7-23-13)

2.46.050 - Purpose. :

The purpose of the energy, environment, and natural resources commission shall be to enhance quality of life in the community by promoting good stewardship of precious environmental and natural resources.

(Ord. No. 1341, § 1, 7-23-13)

2.46.060 - Powers and duties.

⋮

- A. The commission shall serve as an advisory panel to the city council, planning commission, and to city staff on matters pertaining to water, water conservation, energy efficiency, state and federal environmental mandates, urban forest management, and public outreach regarding the same.
- B. The commission shall act as the communications link between the residents, city council, and public works department, in all matters pertaining to water and water conservation, energy efficiency, state and federal mandates, management of the community forest. The commission shall cooperate with other governmental agencies and civic groups in the advancement of environmental policies.
- C. The commission shall plan, evaluate, recommend and conduct community outreach, community programs and services designed encourage responsible use of water and energy, as well as overseeing the protection and enhancement of the community forest.
- D. The commission shall perform all other duties referred to and requested of the energy, environment, and natural resources commission from time to time by the city council.

(Ord. No. 1341, § 1, 7-23-13)



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
Denise Delmar, Council Member
John Capoccia, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

DATE: September 13, 2016

SUBJECT: Consideration of City Manager Recruitment Process

SUMMARY

City Manager Aguilar has announced her retirement effective December 9, 2016. This item is on tonight's agenda so that the City Council can provide direction regarding the recruitment process for a new City Manager. There are basically two alternatives for the recruitment process; one is for the process to be handled in-house, and the second alternative is for the Council to retain the services of an executive management recruitment firm.

Staff is seeking the City Council's direction.

ANALYSIS

City Manager Aguilar's final date of employment with the City is December 9, 2016. In order to minimize the period of vacancy in the position, it is appropriate for the Council to authorize the recruitment process to begin. Staff is seeking the City Council's direction regarding the recruitment process.

There are basically two alternatives for the recruitment process.

1. Secure the Services of an Executive Management Search Firm
There are a number of firms with expertise in assisting City Councils in recruiting a City Manager. Below is a brief summary of the types of services that are available from an executive search firm: (Ultimately the services depend upon what the City Council desires.)
 - a. A representative would work closely with the Council throughout the process.
 - b. Determine the Council's expectations for a new City Manager.
 - c. Develop the position brochure and conduct appropriate advertising.
 - d. Recruit candidates, and review and screen the applicants.
 - e. Handle scheduling the interviews with the City Council and prepare interview questions based upon the Council's direction.

- f. Conduct thorough and confidential background investigations, including interviews of references, online searches, and credit, criminal and civil record searches.
- g. Assist with the contract negotiations.

One of the benefits of using a recruiter, is that they have a data base of individuals who may be interested in a position, but who might not have otherwise come across the position advertisement, or may need a more personal contact in order to consider applying.

2. Handle the recruitment process “in-house”

Staff could process the recruitment similar to other staff recruitments. Advertisements would be placed in the appropriate professional publications. Staff, or the City Council (or a Council sub-committee) could screen the applications. Staff could then schedule interviews. The Council could develop interview questions. Basically, the same steps as above, except that staff or the Council, or a Council sub-committee would conduct the process, negotiate the contract, etc.

If the City Council is interested in receiving proposals from firms that specialize in executive management recruitment, staff should be directed to solicit proposals. All of the proposals could be brought back to the Council, or a City Council subcommittee could evaluate the proposals and make a recommendation to the Council. It is possible to return with a recommendation at the next, September 27th City Council meeting to award the contract.

FINANCIAL REVIEW

There is no financial impact associated with the appointment, other than staff time in preparing this staff report. If the City Council secures the services of a recruitment firm, the estimated costs for the services could range from \$15,000 to \$25,000.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, the City's website, and the Sierra Madre Public Library.

ALTERNATIVES

The City Council may consider one of the following:

1. Direct staff to solicit proposals from executive management search firms and return to the next meeting with a recommendation. Staff would need direction regarding whether a Council sub-committee would be involved in the process.
2. Direct staff to initiate the recruitment process in-house. Staff would need direction regarding whether or not a Council sub-committee would be involved in the process.
3. Any other action the Council desires.

STAFF RECOMMENDATION

It is recommended that the City Council provide staff with direction.



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: James Carlson, Management Analyst 

REVIEWED BY: Bruce Inman, Director of Public Works

DATE: September 13, 2016

**SUBJECT: AUTHORIZATION TO BEGIN DEVELOPMENT OF A JOINT
POWERS AUTHORITY FOR MANAGEMENT OF ENHANCED
WATERSHED MANAGEMENT PROGRAM**

SUMMARY

Staff recommends the City Council authorize the City Manager to begin non-binding efforts, including sending a non-binding letter of commitment (**Attachment A**), to create a Joint Powers Authority (JPA) for the management of Enhanced Watershed Management Program (EWMP) responsibilities in the Rio Hondo/San Gabriel River Watershed Group.

ANALYSIS

Background

On July 12, 2016, the City Council received a comprehensive update on compliance efforts that the City was taking locally and regionally to meet the 2012 stormwater permit. The report is included with this report as **Attachment B**.

Consideration of Forming a JPA

In the short time since the July update, a number of developments have occurred and management staff from each of the Water Quality Group's agencies have determined that the formation of a JPA may be the most cost-effective and efficient structure to collectively address the regulatory challenges into the future.

Given our EWMP requirements, the city managers of the cities in the Group have been meeting regularly to assess our response to MS4 Permit requirements. To that end, we have identified that the following overall EWMP-related work plan should be carried out

collectively and regionally on behalf of all Group members to address the regulatory challenges associated with the MS4 Permit:

1. Public outreach and education regarding the details of the MS4 permit, the requirements, and implementation costs associated with the EWMPs.
2. Advocacy for policy change to make the MS4 permit and EWMP requirements more viable and sustainable.
3. Work towards compliance within the framework of our approved EWMP.

In partnership with a number of different regional entities (such as the San Gabriel Valley Council of Governments), the City has been engaged in a variety of different public outreach / education and advocacy efforts regarding the fiscal challenges associated with implementing identified EWMP activities.

However, as it relates to compliance activities, eventually, our Group will be required to construct and maintain stormwater capture facilities. And given that those facilities will be located in a variety of different local jurisdictions, development of a JPA as a separate legal entity that would be responsible for building and maintaining sub-regional stormwater projects has been identified as a high-priority and low-cost compliance effort.

To further develop the overall JPA concept, staff is requesting City Council authorization to begin efforts to negotiate and draft the agreements that would be necessary to form a JPA. This initial effort will not require the allocation of any funds, nor would any of the work create a binding commitment for the City. Rather, staff is seeking general City Council support for the JPA concept, as well as authorization to commit the time needed to develop an overall structure for the JPA. All of that work will then be brought back for formal City Council consideration.

Sierra Madre was the last to have an opportunity to agendaize this matter before their City Council. The other cities within the Group (Arcadia, Bradbury, Monrovia, Duarte, and Azusa) have been authorized to send the non-binding letter of commitment. The County of Los Angeles has also verbally indicated participation in the JPA formulation.

FINANCIAL REVIEW

There are no financial impacts to authorizing the letter.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

ALTERNATIVES

1. The City Council may authorize the City Manager to begin non-binding efforts, including sending a non-binding letter of commitment (**Attachment A**), to create a Joint Powers Authority (JPA) for the management of Enhanced Watershed Management Program (EWMP) responsibilities in the Rio Hondo/San Gabriel River Watershed Group.
2. The City Council may choose not to authorize the City Manager to begin non-binding efforts, including sending a non-binding letter of commitment (**Attachment A**), to create a Joint Powers Authority (JPA) for the management of Enhanced Watershed Management Program (EWMP) responsibilities in the Rio Hondo/San Gabriel River Watershed Group.
3. The City Council may direct staff to provide additional information.

STAFF RECOMMENDATION

Staff recommends the City Council authorize the City Manager to begin non-binding efforts, including sending a non-binding letter of commitment (**Attachment A**), to create a Joint Powers Authority (JPA) for the management of Enhanced Watershed Management Program (EWMP) responsibilities in the Rio Hondo/San Gabriel River Watershed Group.

Attachments (2):

Attachment A: Non-Binding Letter of Commitment to Begin Efforts towards a JPA

Attachment B: City Council Staff Report of July 12, 2016 titled MS4 Permit Compliance



City of Sierra Madre

*232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024
phone 626.355.7135 fax 626.355.2251*

September 14, 2016

Mr. Oliver Chi
City Manager
City of Monrovia
415 South Ivy Avenue
Monrovia, California 91016

RE: Rio Hondo/San Gabriel River Watershed EWMP Group: Non-Binding Letter of Commitment

Dear Oliver:

On behalf of the City of Sierra Madre, we have reviewed the proposal to form a Joint Powers Authority ("JPA") for the purpose of jointly carrying out the EWMP Group's activities, as outlined in the memorandum from the Monrovia City Attorney dated July 8, 2016.

After careful consideration, I am authorized to inform you that the City of Sierra Madre favors moving forward with negotiating and drafting the agreement that would be necessary to form a JPA made up of the members of the group. We are willing to work with the other entities to attempt to reach a mutually agreeable structure for the JPA and a formula for funding its initial activities for consideration and approval of all the potential members.

This expression of interest and cooperation is not a binding commitment to join the JPA, if one is formed. Ultimately, the proposed agreement must be approved by each member entity for the JPA to be formed.

We look forward to working with the City of Monrovia and our other partners in this effort moving forward.

Sincerely,

Elaine Aguilar
City Manager, City of Sierra Madre



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: James Carlson, Management Analyst 

DATE: July 12, 2016

SUBJECT: MS4 PERMIT COMPLIANCE

SUMMARY

Staff recommends that the City Council receive and file this informational report.

ANALYSIS

Regulatory Background

The Water Quality Act of 1987 added Section 402(p) to the Federal Clean Water Act requiring the United States Environmental Protection Agency (USEPA) to establish regulations related to stormwater discharges. The Clean Water Act authorizes the USEPA to delegate authority to a state as the National Pollutant Discharge Elimination System (NPDES) permitting authority in lieu of the USEPA. In California, regional stormwater permits are developed and enforced under the Regional Water Quality Control Boards, and the City of Sierra Madre is assigned to the Los Angeles Regional Water Quality Control Board (LARWQCB).

On November 8, 2012, the LARWQCB issued a new MS4 NPDES permit to the cities in Los Angeles County (Board Order No. R4-2012-0175; NPDES Permit No. CAS004001). The new MS4 NPDES permit became effective on December 28, 2012. This new MS4 permit contains many new provisions in comparison to past permits including the option to develop integrated planning and monitoring plans to address many of the Permit's water quality and program requirements.

Rio Hondo/San Gabriel River Water Quality Group

On December 11, 2012, City Council adopted Resolution 12-92 (**Attachment A**) to begin addressing the requirements of the new MS4 permit. The Resolution incorporated the City of Los Angeles' Low Impact Development ordinance and Green Street policy as early-action measures to demonstrate the City's efforts towards compliance with the new regulations. (These programs were brought back to the City

Council on July 23, 2013 for adoption after being amended to reflect more city-specific conditions.) The resolution also directed staff to work with other agencies to develop a watershed-based Watershed Management Program, or if possible to participate in an Enhanced Watershed Management Plan (EWMP).

Staff researched options to partner with other cities for possible WMP or EWMP scenarios and determined that a group representing the similar geography and shared conditions of San Gabriel Valley cities with close proximity to the foothills would be the most efficient and cost-saving method. The cities of Arcadia, Azusa, Bradbury, Duarte, Monrovia, Sierra Madre and the local portions of unincorporated County of Los Angeles and the Los Angeles County Flood Control District began to meet in January to discuss options for collectively and cooperatively meeting the regulations of the new permit. These cities formed the Rio Hondo/San Gabriel River Water Quality Group (or "Watershed Group").

Memorandum of Understanding

After discussion within the group and outreach to each city's management staff, the members of the Watershed Group entered into an MOU to share the costs to prepare an (EWMP) and Coordinated Integrated Monitoring Plan (CIMP). Sierra Madre approved this MOU at the April 14, 2013 City Council meeting.

To guide the development of the scope of work to be conducted under this MOU, the participating agencies also developed an Oversight Committee comprised of City Managers, Public Works Directors and Storm Water Program Managers from each agency. Based on the Oversight Committee's direction on March 13, 2013, the Watershed Group released a Request for Proposals (RFP) for work related to the development of an EWMP and CIMP including:

- Project Management
- Development of an EWMP Work Plan
- Development of a Draft EWMP
- Development of a Final EWMP
- Development of a CIMP
- Review of Notice of Intent
- Assistance with obtaining review and approval of the CIMP and EWMP from the LARWQCB's Executive Officer

Based on the Oversight Committee's review and evaluation of the proposals, an environmental consultant, California Watershed Engineering (CWE) was selected at a total cost of \$790,537.00. Based on the MOU's cost share formula the City of Sierra Madre's cost share for the development of the EWMP and CIMP was approximately \$53,300.00. This cost share was primarily based on each jurisdiction's land area in the Watershed Group area.

Coordinated Integrated Monitoring Plan (CIMP)

The Notice of Intent (NOI), which indicated how each permittee was going to proceed, was approved by the Regional Board as submitted by the Watershed Group, and June 27, 2014 became the due date for the second round of deliverables to the Regional Board under the new permit. At the beginning of 2014, CWE provided the Watershed Group with a detailed technical memorandum that highlighted the approach for producing the CIMP. Comments were provided by each of the agencies, and a number of meetings were held with the consultant to determine the most efficient and cost-saving method of conducting the required monitoring to meet the Permit's requirements.

With the basic approach to monitoring determined, the Oversight Committee, including City Managers and Public Works Directors from each agency, met on February 20, 2014 and provided a general consensus to proceed with the recommended approach.

Within the discussions of the February 20, 2014 meeting was a confirmation that the agencies all wished to take advantage of the EWMP process and propose less monitoring that would be required by default in the Permit if a City was not engaged in the EWMP process. For example, there were opportunities to use one monitoring point downstream of two or more agencies instead of each agency having to do duplicative monitoring. Another example of taking advantage of the EWMP process addresses the more than 150 stormwater constituents that are now required to be monitored (or at least sampled for) in the new permit. Our final CIMP can identify those constituents that have an extremely low chance of being detected in our Watershed Group area. We can propose to not monitor/sample for them, or indicate that initial monitoring will be conducted for them, and then be removed from the list when no detection of these constituents is found over a year (or other duration). Finally, it was determined that we are all in general consensus that our Watershed Group's monitoring should be done within our area or near the southern (downstream) boarder of the group. This allows our compliance and third-party litigation liability to be greatly reduced. The proposed monitoring will not include co-mingled contributions from jurisdictions south of our Watershed Group that may have challenges to water quality due to higher population densities and land uses that include much more commercial and industrial activity.

The Watershed Group has received approval of the CIMP and sampling has been occurring for the past six months. The Watershed Group receives updates from CWE and works with CWE staff to trouble-shoot or make adjustments as necessary. Monitoring will continue into the foreseeable future. Sierra Madre has budgeted approximately \$36,500 for sampling and monitoring FY 16/17 and can expect to budget approximately \$30,000 per year going forward.

EWMP Work Plan

June 27, 2014 was also the due date for the Work Plan for the entire EWMP. In order to complete this requirement, CWE again issued detailed technical memorandums to the agencies regarding the requirements of a 'Reasonable Assurance Analysis', 'Water Quality Priorities' that are specific to our area, and 'Existing and Potential Controls'.

Again, members of the group provided comments and meetings with the Consultant to go over the details of these documents and provide the Consultant with information that is specific and consistent with our overall approach. This process took a lot of time as these technical memorandums are extensive and include some technical minutia. The Work Plan was approved and the Watershed Group proceeded to work with CWE to complete the final EWMP plan.

EWMP Approval

On April 21, 2016 the Watershed Group received approval from the Regional Board and was directed to immediately proceed with implementing the plan. The approval letter also noted various Permit requirements that may be ancillary to the EWMP. This includes Minimum Control Measures such as responding and investigating illicit discharges or connections, public education, permit tracking and various other "best practices". Much of these requirements were included in previous Permit cycles, so staff has continued to meet these requirements. The Permit allows for permittees to begin to work more collaboratively with their Watershed Group on the Minimum Control Measures and will do so as opportunities present themselves.

In response to questions that the City Council may have regarding moving forward with EWMP implementation, staff has included the approval letter with annotated comments and exhibits for additional information. This is included as **Attachment B**. Further, staff has arranged to have Jason Pereira, Principal of CWE, to be available for questions from the City Council at this evening's meeting.

EWMP Deadlines and Estimated Costs

The following is a breakdown of the deadlines and estimated costs that are contained in the EWMP:

| | | |
|--------------------------------|------------------------|-----------------------|
| Total Regional Projects: | \$299,597,000 | Due between 2020-2024 |
| Total "Green Street" Projects: | \$1,118,120,256 | Due between 2017-2029 |
| Total EWMP: | \$1,417,717,256 | |

Regional Projects

Regional Projects were identified at strategic locations in the EWMP areas in order to defray the costs of local Distributed Projects.

| LAR Watershed | Latest Start Date | Completion Deadline | Estimated Cost |
|-------------------|-------------------|---------------------|----------------|
| Recreation Park | January, 2017 | 2020 | \$10,251,000 |
| Arboretum | September, 2017 | 2021 | \$15,097,000 |
| Sierra Vista Park | March, 2017 | 2020 | \$4,818,000 |
| Royal Oaks (LAR) | June, 2016* | 2023 | \$53,109,000 |
| L. Garcia Park | September, 2019 | 2024 | \$23,323,000 |
| Eisenhower Park | June, 2017 | 2024 | \$38,402,000 |

| SGR Watershed | Latest Start Date | Completion Deadline | Estimated Costs |
|--------------------|-------------------|---------------------|-----------------|
| LADPW Easement | June, 2018 | 2020 | \$6,436,000 |
| Encanto Park | March, 2017 | 2020 | \$16,255,000 |
| Memorial Park (Az) | June, 2016* | 2023 | \$43,830,000 |
| Royal Oaks (SGR) | June, 2016* | 2023 | \$88,076,000 |

* Note that the Royal Oaks Project and the Azusa Memorial Park Project, totaling \$185,015,000, would have needed to started a month after EWMP Approval.

Distributed Projects

Distributed Projects are less defined by location, but by watershed in order to reduce the pollutants by required TMDL deadlines. They were estimated by using traditional "Green Street" construction costs, but alternative projects are allowed if they have the equivalent reduction in pollutants. Ongoing operation and maintenance costs are not included below, and are estimated to reach \$7,001,074 per year on the Los Angeles River Watershed and \$4,180,128 per year on the San Gabriel River Watershed.

| LAR Watershed | Estimated Costs | SGR Watershed | Estimated Costs |
|---------------|------------------|---------------|-----------------|
| | | 2017** | \$43,596,432 |
| 2022 | \$101,554,042 | 2020 | \$105,144,336 |
| 2023-2024 | \$101,810,491/Yr | 2021-2023 | \$41,031,936/Yr |
| 2025-2028 | \$98,773,096/Yr | 2024-2026 | \$48,725,424/Yr |

** Note that staff does not feel this can feasibly be accomplished regardless of funding.

These costs are independent of each City's budgeted cost for ongoing stormwater compliance. The City of Sierra Madre has budgeted \$178,500 (plus a carry-over of \$213,500) for FYE 2017. These costs include:

- Contributing to Regional Monitoring
- Catch Basin Insert Installation, and Catch Basin Cleaning
- Vehicle Washing Station
- Stormwater Permit Fees
- Street Sweeping
- Capital Improvement Estimates
- Special Studies, Regional Advocacy, Training, Printing, and other similar items
- (Beginning to Implement the EWMP as described next)

Beginning to Implement the EWMP

Direction has been provided by the Oversight Committee on how to begin implementing the components of the EWMP. It was decided to issue an Request for Proposals to conduct initial feasibility studies on 10 regional projects included in the plan. Soil and Seismic studies will be conducted on all projects to determine if additional studies are

warranted, or if alternative regional or local projects will be necessary. Should changes need to be made, the Watershed Group will need to propose and defend the changes through what is termed in the Permit as "Adaptive Management". The proposals for these studies are due to the Watershed Group on July 20th and award of contract is estimated for early October.

The Oversight Committee also directed the Group to seek a grant specialist to coordinate and assist cities with their preparation of funding requests. The application for a variety of viable funding options will be important in the next few years; either to fund the local and/or regional projects, or demonstrate due diligence in the pursuit of implementing the EWMP. This process is also an integral component of annual reporting requirements.

Finally the Oversight Committee provided direction to seek a contract extension with CWE to continue to assist the group with a variety of expertise that will be needed along the way. While the exact nature of the assistance has not been whittled down to the fine details of yet, there will need to be technical assistance to support any adjustments to the EWMP going forward through the aforementioned adaptive management process. CWE is also expected to be asked to provide reporting and tracking assistance to the agencies. Finally, CWE will most likely be asked to provide small-scale studies on local "Green Streets"-type projects or plans. In Sierra Madre, we would like to have such data for our dry well projects to determine the cost versus benefits of proceeding with this effort. Regionally, we could also ask for a quantification of wet or dry weather runoff, how projects are or can be addressing the water conditions, and the cumulative effect on a number of projects working to meet the water quality objectives. Staff expects the Watershed Group will initiate contract extension discussions as early as the end of July, or early August.

Uncertainty Moving Forward

The EWMP approval letter from the Regional Board emphasizes that deadlines contained within the plan must be met unless a written extension from the Regional Board Executive Director is granted, or new deadlines are approved as a result of the adaptive management strategy due in 2018. Additionally, the Permit puts the requirement to meet EWMP deadlines on individual permittees (Part VI.C.2.iii.3). Staff believes that the first deadline that is in jeopardy of being missed is the 17 lane miles of Distributed Projects ("Green Streets") within the San Gabriel River Watershed by 2017. The estimated cost of this requirement is \$43,596,432. Logistically, it is believed that this missed deadline will become apparent after the submission of the December 2018 Annual Report, but could also be determined by audit at a sooner date at the Regional Board's discretion.

As far as Regional Project deadlines, despite the fact that the EWMP indicates that the Royal Oaks Project and the Azusa Memorial Park Project should have started in June of this year (a month after receiving approval) the feasibility studies that are being

conducted on all projects could represent a good faith effort to begin the process. The Sierra Vista Park Project has a deadline of 2020, and that may be affected by the adaptive management results in 2018.

Staff will watch for any enforcement actions (or legal challenges) throughout the region, including deadlines in the WMP process which began one year before the EWMP process to gauge how these deadlines will be enforced or otherwise.

In addition to uncertainties with upcoming enforcement actions, there are many moving components and occasional surprises in the realm of water quality regulation. The following are examples of some items that may affect how the City complies with stormwater regulations in the upcoming years:

Litigation: There are currently three challenges to the new Permit. The success or failure of each of the three challenges may have a dramatic effect on the regulation.

Legislation: Staff and Council Member Capoccia have been attending San Gabriel Valley Council of Governments (SGVCOG) meetings that have lately focused on the stormwater challenges. There have been efforts to reach out to State and Federal Elected Officials to inform them of the impossible price tag of the various WMP and EWMP programs. There are also efforts, including workshops, to educate local elected officials of the financial challenges.

Scientific: Very recently, it pointed out at a SGVCOG meeting that there are some prominent water scientists in the Bay Area (Stanford, Berkeley, and others) that are concerned with the lack of scientific analysis regarding the proposed increase of infiltration projects on a number of environmental systems.

As recent as July 6, 2016, staff received news about a Special Scientific Study that was conducted to study the appropriateness of the Los Angeles Rivers Metals TMDL limits. The study determined that levels could be raised without disrupting the beneficial uses that are listed in the Basin Plan. This study is slowly progressing through the regulatory channels, but could have a major positive effect on the Los Angeles River Watershed members of our EWMP.

Mosquito & Vector Control: Technical staff from the San Gabriel Valley chapter of this agency have commented a numerous forums and workshops that the infiltration movement of attaining water quality standards could be contradictory to preventing dangerous disease transmission if the infiltration ends up harboring the mosquito population.

These examples, and additional unknown existing or future considerations, pose a difficult challenge and produce moving targets for planning for the City's future

compliance with stormwater regulations. Staff will endeavor to stay apprised of these and any other future considerations to prevent surprises.

FINANCIAL REVIEW

There are no financial considerations with this informational report.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

ALTERNATIVES

1. The City Council may receive and file this informational report.
2. The City Council may direct staff to provide additional information.

STAFF RECOMMENDATION

Staff recommends that the City Council receive and file this informational report.

Attachments (1):

Attachment A: Resolution 12-92

Attachment B: Regional Board Approval Letter with Annotated Comments and Exhibit A and Exhibit B

ATTACHMENT A

RESOLUTION 12-92

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA ADOPTING INTERIM MEASURES TO COMPLY WITH NPDES PERMIT NO. CAS004001 AND DECLARING THE CITY'S INTENTION TO DEVELOP AND ADOPT PERMANENT LOCAL MEASURES FOR PERMIT COMPLIANCE

WHEREAS, on November 8, 2012 the Los Angeles Regional Water Quality Control Board approved Order No. R4-2012-0175 and NPDES Permit No. CAS004001; and

WHEREAS, said Permit becomes effective December 28, 2012; and

WHEREAS, without taking immediate action to comply with the Permit, the City of Sierra Madre could be out of compliance with the Permit on December 28, 2012; and

WHEREAS, development and adoption of the various Policies and Ordinances required under the Permit will take several months to complete, potentially exceeding the June 2013 Permit deadline; and

WHEREAS, development and adoption of the Watershed Management Program described in section VI C.1 of the Permit may also take longer than the Permit-prescribed eighteen months; and

WHEREAS, the implementation of a green street policy and a low impact development ordinance will not only meet requirements of the permit, but will help reverse the decline of groundwater levels in the East Raymond groundwater basin; and

WHEREAS it is the intent of the City of Sierra Madre to fully comply with the requirements of the Permit in as timely a manner as possible;

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AS FOLLOWS:

1. The recitals stated above are true and correct.
2. The low impact development standards of the City of Los Angeles entitled "City of Los Angeles Development Best Management Practices Handbook, Low Impact Development Manual, Part B" and attached herein as Exhibit A are hereby adopted as the interim low impact development standards for the City of Sierra Madre, to be incorporated in all development projects to the maximum extent practicable until such as time as replaced by local standards adopted by ordinance.
3. The green street standards of the City of Los Angeles entitled "City of Los Angeles Green Streets and Green Alleys Design Guidelines Standards" and attached herein as Exhibit B are hereby adopted as the interim Green Street standards for the City of Sierra Madre, to be incorporated in all street projects to the maximum extent practicable until such a time as replaced by locally-

- developed standards.
4. Staff is directed to work with other agencies within the City's watershed to develop a watershed-based Watershed Management Program, or if possible to participate in an Enhanced Watershed Management Plan.
 5. Staff is directed to immediately proceed with the preparation of a low impact development ordinance and a Sierra Madre-specific green street policy.
 6. Adoption of the low impact development and green street standards of the City of Los Angeles via this resolution complies with the requirements of the California Environmental Quality Act ("CEQA") as the project is categorically exempt from CEQA review under CEQA Guidelines Section 15308 (Actions by Regulatory Agencies for Protection of the Environment). Staff is directed to file a Notice of Exemption In accordance with CEQA.

Approved and Adopted on the 11th day of December, 2012.

I, the undersigned, hereby certify that the foregoing Resolution No. 12-92 was duly adopted by the Sierra Madre City Council following a roll call vote:

AYES:

NOES:

ABSENT:

Mayor

ATTEST:

City Clerk



EDMUND G. BROWN JR.
GOVERNOR



MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

Los Angeles Regional Water Quality Control Board

April 21, 2016

Permittees of the Rio Hondo/San Gabriel River Watershed Management Group¹
(See Distribution List)

APPROVAL OF THE RIO HONDO/SAN GABRIEL RIVER WATERSHED MANAGEMENT GROUP'S ENHANCED WATERSHED MANAGEMENT PROGRAM (EWMP), PURSUANT TO PART VI.C OF THE LOS ANGELES COUNTY MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMIT (NPDES PERMIT NO. CAS004001; ORDER NO. R4-2012-0175 AS AMENDED BY STATE WATER BOARD ORDER WQ 2015-0075)

Dear Permittees of the Rio Hondo/San Gabriel River Watershed Management Group:

On November 8, 2012, the California Regional Water Quality Control Board, Los Angeles Region (Los Angeles Water Board or Board) adopted Order No. R4-2012-0175, *Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles County, except those Discharges Originating from the City of Long Beach* (hereafter, LA County MS4 Permit). Part VI.C of the LA County MS4 Permit allows Permittees the option to develop either a Watershed Management Program (WMP) or an Enhanced Watershed Management Program (EWMP) to implement permit requirements on a watershed scale through customized strategies, control measures, and best management practices (BMPs). Development of a WMP or EWMP is voluntary and allows a Permittee to address the highest watershed priorities, including complying with the requirements of Part V.A (Receiving Water Limitations), Part VI.E and Attachments L through R (Total Maximum Daily Load Provisions), and by customizing the control measures in Parts III.A (Prohibitions – Non-Storm Water Discharges) and VI.D (Minimum Control Measures), except the Planning and Land Development Program. Pursuant to Part VI.C.4.c.iv of the LA County MS4 Permit, the Rio Hondo/San Gabriel River Watershed Management Group (Group) submitted a draft EWMP on June 29, 2015 to the Los Angeles Water Board for review.

Public Review and Comment

On July 1, 2015, the Los Angeles Water Board provided public notice and a 61-day period to allow for public review and written comment on the draft EWMPs. A separate notice of

¹ Permittees of the Rio Hondo/San Gabriel River Watershed Management Group include the Cities of Arcadia, Azusa, Bradbury, Duarte, Monrovia, and Sierra Madre, the County of Los Angeles, and the Los Angeles County Flood Control District (LACFCD).

availability regarding the draft EWMPs was directed to State Senators and Assembly Members within the Coastal Watersheds of Los Angeles County. The Board received four written comment letters in total. The comment letter submitted by the Construction Industry Coalition on Water Quality (CICWQ) had comments on the twelve EWMPs generally. The comment letter submitted jointly by the Natural Resources Defense Council (NRDC), Heal the Bay, and Los Angeles Waterkeeper (Environmental Groups) contained specific comments on four of the twelve EWMPs²; no comments specific to the Rio Hondo/San Gabriel River EWMP were raised. (F) The two remaining letters, from the Los Angeles County Sanitation Districts and Ms. Joyce Dillard, contained specific comments on various EWMPs; however, no comments specific to the Rio Hondo/San Gabriel River EWMP were raised.

On July 9, 2015, the Los Angeles Water Board held a public workshop at its regularly scheduled Board meeting on the draft EWMPs. On November 5, 2015, again during its regularly scheduled Board meeting, the Los Angeles Water Board held a second public workshop on the draft EWMPs. The Los Angeles Water Board held a third public workshop on March 3, 2016 for Permittees and interested persons to comment on and discuss the revised EWMPs with the Executive Officer, Board members, and staff. During our initial review of the draft EWMP and our review of the revised EWMP, the Los Angeles Water Board considered written comments and comments made at these workshops that were applicable to the Group's EWMP. (G)

Los Angeles Water Board Review

Concurrent with the public review, the Los Angeles Water Board reviewed the draft EWMP. On October 29, 2015, the Los Angeles Water Board sent a letter to the Group detailing the Board's comments on the draft EWMP and identifying the revisions that needed to be addressed prior to the Board's approval of the EWMP. Where appropriate, the public's comments were incorporated into the Board's review letter on the draft EWMP to ensure that the public's comments were addressed appropriately in the revised EWMP. On December 16, 2015, the Group's representatives and consultants held a meeting with Board staff to discuss the Board staff's comments on the Draft EWMP before their resubmittal. (H)

The Group submitted a revised EWMP on January 29, 2016 for Los Angeles Water Board review and approval. After the Group's submittal of the revised EWMP, Los Angeles Water Board staff had several telephone and email exchanges with the Group's representatives and consultants to discuss the Board's remaining comments and necessary modifications to the January 29, 2016 revised EWMP. On April 1, 2016, the Group submitted a second revised EWMP for Los Angeles Water Board review and approval. There were a small number of minor changes requested by Los Angeles Water Board staff to the April 1, 2016 version of the EWMP. The final version was submitted on April 14, 2016.

² These four EWMPs were the North Santa Monica Bay EWMP, Upper San Gabriel River EWMP, Upper Los Angeles River EWMP, and Beach Cities EWMP.

Approval of EWMP

The Los Angeles Water Board hereby approves the Group's revised EWMP as submitted on April 14, 2016.

Determination of Compliance with EWMP

Pursuant to Part VI.C.6 of the LA County MS4 Permit, the Permittees of the Rio Hondo/San Gabriel River Watershed Management Group shall begin implementation of the approved EWMP immediately. To continue to be afforded the opportunity to implement permit provisions within the framework of the EWMP, Permittees must fully and timely implement all actions per associated schedules set forth in the approved EWMP regardless of any contingencies indicated in the approved EWMP (e.g., funding) unless a modification to the approved EWMP, including any extension of deadlines where allowed, is approved by the Los Angeles Water Board pursuant to Part VI.C.6.a or Part VI.C.8.a.ii-iii of the LA County MS4 Permit. The Los Angeles Water Board will determine the Permittees' compliance with the EWMP on the basis of the compliance actions and milestones included in the EWMP including, but not limited to, the following:

- Table 3-23 Regional Project Sites
- Table 3-24 Regional Project Site Volume Reduction
- Table 3-25 Green Street Implementation Summary by Jurisdiction
- Figure 4-1 LAR Watershed Dry-Weather Flow Reduction due to Wet-Weather Controls
- Figure 4-2 SGR Watershed Dry-Weather Flow Reduction due to Wet-Weather Controls
- Table 4-23 Zinc Load Reduction Based on Control Measure Implementation in the LAR Watershed
- Table 4-24 Lead Load Reduction Based on Control Measure Implementation in the SGR Watershed
- Section 5
- Table 5-1 Proposed Regional Project Timeline
- Table 5-2 Proposed Green Street Implementation Timeline
- Figure 5-2 Pollutant Load Reduction from Implementation and TMDL Milestones

Pursuant to Parts VI.C.3 and VI.E.2.d.i.(4)(a) of the LA County MS4 Permit, the Permittees' full and timely compliance with all actions and dates for their achievement in their approved EWMP shall constitute compliance with permit provisions pertaining to applicable water quality-based effluent limitations (WQBELs)/wasteload allocations (WLAs) in Part VI.E and Attachment O and P of the LA County MS4 Permit. Further, per Part VI.C.2.b of the LA County MS4 Permit, the Permittees' full compliance with all requirements and dates for their achievement in their approved EWMP constitutes compliance with the receiving water limitations provisions of Part V.A of the LA County MS4 Permit for the specific waterbody-pollutant combinations addressed by the approved EWMP.

If the Permittees fail to meet any requirement or date for its achievement in the approved EWMP, which will be demonstrated through the Group's Annual Reports and program audits (when conducted), the Permittees shall be subject to the baseline requirements of the LA County MS4 Permit, including but not limited to demonstrating compliance with applicable receiving water limitations and TMDL-based WQBELs/WLAs through outfall and receiving water monitoring. See Parts VI.C.2.c and VI.E.2.d.i.(4).(c) of the LA County MS4 Permit.

Annual Reporting

The Permittees of the Rio Hondo/San Gabriel River Watershed Management Group shall report, as a group, on achievement of actions and milestones within the reporting year, as well as progress towards future milestones related to multi-year projects, through their Annual Report per Attachment E, Part XVIII of the LA County MS4 Permit. For multi-year efforts, the Permittees shall include the status of the project, which includes the status with regard to standard project implementation steps. These steps include, but are not limited to, adopted or potential future changes to municipal ordinances to implement the project, site selection, environmental review and permitting, project design, acquisition of grant or loan funding and/or municipal approval of project funding, contractor selection, construction schedule, start-up, and effectiveness evaluation (once operational), where applicable. For green streets implementation, Permittees shall report on progress towards finalizing the Permittees' approach to identifying a sufficient number of green street projects to meet compliance milestones. For all stormwater retention projects, including LID BMPs implemented in compliance with new/redevelopment provisions, green streets provisions, and regional BMPs, the Permittees shall report annually on the volume of stormwater retained in each subwatershed area.

The Permittees shall also include in their Annual Report the source(s) of funds used during the reporting year, and those funds proposed for the coming year, to meet necessary expenditures related to implementation of the actions identified in their EWMP per Part VI.A.3 of the LA County MS4 Permit. Further, as part of the annual certification concerning a Permittee's legal authority required by Part VI.A.2.b of the LA County MS4 Permit, each Permittee shall also certify in the Annual Report that they have the necessary legal authority to implement the actions and milestones in the approved EWMP as required by Part VI.C.5.b.iv.(6). If a Permittee does not have legal authority to implement an action or milestone at the time the Group submits their Annual Report, the Permittee(s) shall propose a schedule to establish and maintain such legal authority.

Adaptive Management

The Permittees, as a group, shall conduct a comprehensive evaluation of their EWMP no later than two years after the date of this approval (i.e., by April 23, 2018), and subsequently, every two years thereafter pursuant to the adaptive management process set forth in Part VI.C.8 of the LA County MS4 Permit. As part of this process, the Permittees must evaluate progress toward achieving:

- Applicable WQBELs/WLAs in Attachment O and P of the LA County MS4 Permit according to the milestones set forth in their EWMP;
- Improved water quality in MS4 discharges and receiving waters;
- Stormwater retention milestones; and
- Multi-year efforts that were not completed in the current year and will continue into the subsequent year(s), among other requirements.

Per Part VI.C.8.a.iv, Permittees shall also report the following information to the Los Angeles Water Board as part of the reporting for the adaptive management process:

- On-the-ground structural control measures completed;
- Non-structural control measures completed;
- Monitoring data that evaluates the effectiveness of implemented control measures in improving water quality;
- Comparison of the effectiveness of the control measures to the results projected by the RAA;
- Comparison of control measures completed to date with control measures projected to be completed to date pursuant to the Watershed Management Program or EWMP;
- Control measures proposed to be completed in the next two years pursuant to the Watershed Management Program or EWMP and the schedule for completion of those control measures; and
- Status of funding and implementation for control measures proposed to be completed in the next two years.

Finally, as part of the adaptive management process, the Permittees shall re-evaluate their Category 2 and Category 3 water quality priorities based on data collected through their Coordinated Integrated Monitoring Program (CIMP) for the Permittees' discharges. Where new water quality priorities are identified, the Permittees shall conduct a RAA for the pollutants and identify and incorporate into their EWMP appropriate watershed control measures to address them.

The Permittees' evaluation of the above shall be based on both progress implementing actions in the EWMP and an evaluation of outfall-based monitoring data and receiving water monitoring data. Per Attachment E, Part XVIII.6 of the LA County MS4 Permit, the Permittees shall implement adaptive management strategies, including but not limited to:

- Refinement and recalibration of the Reasonable Assurance Analysis (RAA) based on data specific to the Group's EWMP area that are collected through the Group's CIMP and other data, as appropriate;
- Identifying the most effective control measures, why they are the most effective, and how other control measures can be optimized based on this understanding;
- Identify the least effective control measures, why they are ineffective, and how the control measures can be modified or replaced to be more effective;
- Identify significant changes to control measures during the prior year(s) and the rationale for the changes; and

April 21, 2016

- Describe all significant changes to control measures anticipated to be made in the next year(s) and the rationale for each change.

As part of the adaptive management process, any modifications to the EWMP, including any requests for extension of deadlines not associated with TMDL provisions, must be submitted to the Los Angeles Water Board for review and approval. The Permittees must implement any modifications to the EWMP upon approval by the Los Angeles Water Board or its Executive Officer, or within 60 days of submittal of modifications if the Los Angeles Water Board or its Executive Officer expresses no objections. Note that while the first adaptive management process is scheduled for April 23, 2018, the Group's Report of Waste Discharge (ROWD) is due no later than July 1, 2017. The Group should conduct a preliminary evaluation of its EWMP in the spring of 2017 and present the results of the evaluation and any proposed modifications to the EWMP in the Group's ROWD. (P)

The Los Angeles Water Board appreciates the participation and cooperation of the Permittees in the Rio Hondo/San Gabriel River Watershed Management Group in the implementation of the LA County MS4 Permit. If you have any questions, please contact Ms. Deborah Brandes of the Storm Water Permitting Unit at Deborah.Brandes@waterboards.ca.gov or by phone at (213) 576-6688. Alternatively, you may also contact Mr. Ivar Ridgeway, Chief of the Storm Water Permitting Unit, at Ivar.Ridgeway@waterboards.ca.gov or by phone at (213) 620-2150.

Sincerely,



Samuel Unger, P.E.
Executive Officer

Enclosures: Rio Hondo/San Gabriel River Watershed Management Group Distribution List

Los Angeles Regional Water Quality Control Board – EWMP Approval Letter with Annotated Comments

- A. Part Vi.C: Establishes WMP and EWMP option. This is the first time this has been included into the permit, nationwide.
- B. “Voluntary” is used at every opportunity in oral and written communications from the Regional Board. However, as seen in the non-approval of a handful of cities that tried an individual WMP, the Regional Board required a demonstration of immediate compliance along with the enhanced monitoring.
- C. Part VI.E and Attachments L through R: Incorporated 30 tmdls, with their associated numerical limits and timelines, into the Permit.
- D. Parts III.A: Non-stormwater discharges are prohibited. This is a carry-over from previous requirements. There are a handful of exemptions (natural springs, fire-fighting activities, etc.).
- E. VI.D: Minimum Control Measures. This is also a carry-over from previous requirements. They have been changed to some degree due to the County no longer being the “Principal Permittee”. These include items such as investigations of discharges and connections, public outreach, permit tracking, vehicle and equipment washing, catch basin labeling, etc.
- F. The Environmental Groups did not comment on our draft EWMP during the public review, however they did consistently comment generally that the WMP and EWMP process was too forgiving.
- G. The letter lists 3 workshops in which our Group was “invited” to attend. These workshops lacked in specific guidance, and appeared to be focused on providing an opportunity for comments from various stakeholders.
- H. This section simply recounts the numerous back-and-forth discussions between the Group, our Consultant, and the Regional Board before the submission of the Final EWMP. The vast majority of the comments were very technical minutia and addressed by CWE. The final comments are included to this section as **Exhibit A**. Please see the following comment numbers for examples of how the Final EWMP was negotiated:
 - a. Comment 3: We were asked to eliminate all references to pending litigation. We argued that since one of our member agencies had current litigation, we needed to keep it. The compromise was to retain the caveat about unfunded mandates without referencing the specific suit.
 - b. Comment 6: We attempted to label the EWMP schedule as “tentative” but were not allowed. (Part of these efforts ended up in additional language about Adaptive Management).
 - c. Comment 14: We had to re-emphasize that there was no existing monitoring from the agencies.
 - d. Comment 22: We went back and forth on an optional “Load Reduction Strategy” for bacteria. The group prevailed in identifying the potential for pursuing this strategy without locking it into the plan. The Strategy provides for an additional 7 years until final compliance, but the cost is yet undetermined.
 - e. Comment 29: We went back and forth on this item as well. We demonstrated the difficulty in identifying the responsible jurisdiction for each reasonable project. (Royal Oaks Trail owned by Duarte but is 99% Bradbury runoff, Arboretum is in Arcadia but owned by the County, etc.) We compromised by identifying “responsible” jurisdiction but that they were not “financially” responsible for the project.

- f. Comment 32: We had to clarify that the potential funding sources in our Funding Strategy would be addressed within 2 years.
- I. "Begin Implementation" has been discussed by the Group as well as other EWMPs. The Group received approval of the EWMP on April 21, 2016. In our upcoming Annual Report (Due December 15, 2016) we will be reporting on individual agency activities from FY15/16 as well as EWMP group activities from approval to June 30, 2016, which is slightly over two months. The implementation activities that will be reported for this upcoming report will include the efforts that are outlined in the staff report (issue RFP for technical studies, work towards extending CWE contract, RFP for Grants specialist, etc.) The Annual Report will also include all monitoring data that is applicable.
- J. This is certainly the phrase in which the Regional Board is "flexing its muscle"
- K. However, they immediately provide the two possible means for an extension or alteration. Part VI.C6a is the request of an extension from the Regional Board Executive Director (in writing, 90 days prior to deadline) and Part VI.C.8a.ii-iii references the Adaptive Management Process.
- L. The components of the EWMP that are listed here are included as **Exhibit B**. Of particular note is Section 5 and Table 5-1, Table 5-2, and Figure 5-2 which identify the milestones contained within the EWMP.
- a. **2017** – "Green Streets" Projects: 17 Lane Miles (or equivalent performance) on San Gabriel River Watershed. 40 Lane Miles (or equivalent performance) is due on the Los Angeles Watershed by 2022.
 - b. **2020** – Regional Projects: Completion Year for *Sierra Vista Park* and Recreation Park (Monrovia) on the Los Angeles River Watershed and LADWP Easement and Encanto Park on the San Gabriel River Watershed.
- M. This section memorializes that "full and timely" compliance with all section of the EWMP constitutes compliance with both effluent and receiving water quality objectives. This has often been referred to as the "Safe Harbor" component of the program. It goes further on page 4 to indicate that if the permittees fail to meet the requirement, they may be required to demonstrate compliance with all effluent, receiving water, and TMDL-specific regulations.
- N. Annual Reporting: Annual Reporting is not new. Around mid-December of each year, an Annual Report is due to the Regional Board that covers the previous fiscal year. This December's report is due on the 15th, and will cover July 1, 2015 to June 30, 2016. There are actually two reports included in the submission, one for an individual agency, and one for the collective EWMP work. This year's Annual Report will also include monitoring data that is applicable. The Regional Board had indicated that new reporting templates would be available for last year's December report, but were unable to complete their task. The permittees finally received the new templates last week. The report templates are important as they are also used as guides (or developed into checklists) for cities and EWMP groups to be sure that all requirements are being met.
- O. Adaptive Management: The letter states that the Group is required to conduct a comprehensive evaluation of their EWMP in two years, and then every two years later. This process has been discussed in vague terms by Regional Board staff on many occasions. The details in the letter are actually helpful to the Group, as there are now specific items that will be used to provide justification for adjusting projects and/or timelines into the future. During the next two years, the monitoring data will be checked against the assumptions that drove the modeling and reasonable assurance analysis that drove the costs of the EWMP to extreme the parameters. There may also be additional items that would contribute to the analysis that could benefit the adaptive management process such as enhancing LID ordinances, maximizing control measures, public education, and other such relatively inexpensive actions.

- P. The letter concludes with tying in the adaptive management process into the Groups future requirement to submit a Report of Waste Discharge (ROWD) by the July 2017 date. Staff is still analyzing this requirement. Staff is aware that the City of Long Beach did get their own ROWD and they are separate from the LA Permit. The Cities of Downey and Signal Hill also submitted ROWDs in an effort to separate from the LA Permit but were denied.

TABLE 3-23

Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

3.4.2 Regional BMPs

Potential regional project sites were screened and evaluated in Section 3.2.4. The top-ranked projects in both the LAR and SGR Watershed are recommended and a preliminary feasibility evaluation was performed. Concept drawings were prepared for the regional projects listed in Table 3-23, and are provided in Attachment Q. Table 3-23 identifies the jurisdiction responsible for implementation of the project, which is associated with the project location. The responsible jurisdiction does not imply financial responsibility. The table also identifies the contributing jurisdictions, which are those jurisdictions that contribute flow to the project in addition to the responsible jurisdiction. Descriptions of each of the selected projects are provided in Section 3.4.2.1.

| Table 3-23 Regional Project Sites | | | |
|-----------------------------------|------|--------------------------|------------------------------|
| Recommended Project Site | Rank | Responsible Jurisdiction | Contributing Jurisdiction(s) |
| LAR Watershed | | | |
| Recreation Park | 1 | Monrovia | - |
| Arboretum of LAC | 2 | Arcadia | - |
| Sierra Vista Park | 3 | Sierra Madre | - |
| Royal Oaks Trail (LAR) | 3 | Duarte/Bradbury | Monrovia and County |
| L. Garcia Park | 5 | Monrovia | - |
| Eisenhower Park | 6 | Arcadia | Monrovia and Sierra Madre |
| SGR Watershed | | | |
| LADWP Easement | 1 | Azusa | - |
| Encanto Park | 2 | Duarte | Azusa |
| Memorial Park (Azusa) | 3 | Azusa | - |
| Royal Oaks Trail (SGR) | 3 | Duarte/Bradbury | County |

Along with the regional BMP project sites identified in Table 3-23, the RH/SGRWQG also prioritizes ongoing inclusion of Peck Road Park Lake Water Conservation project as a multi-use, multi-benefit, facility dedicated primarily to water conservation, but providing valuable incidental backstop services in harvesting coarse sediments and, since the lake outlet and spillway are rarely used, precluding comingling with downstream discharges; allowing those areas to more precisely focus their local MS4 discharge source control efforts. This location is considered a Water of the United States and receiving water body; therefore, it cannot be considered as a treatment site. While the USEPA developed a legacy pesticides, PCBs, and nutrients TMDL for this lake, the TMDL also asserts that nutrient loads appear compliant and that the LACDPW annually diverts an average of 8,737 acre-feet of high quality surface waters to Peck Road Park Lake for groundwater replenishment, primarily through the basin sidewalls and around the basin sediments. Continued lake maintenance, water quality management, flow regulation, and potential future remediation activities will facilitate urban runoff from the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre, along with unincorporated areas of Los Angeles County, to be blended with high quality surface waters, containing very low concentrations of legacy pollutants. Effective operation of Peck Road Park Lake would also allow the RH/SGRWQG to prioritize the implementation of regional BMPs in other areas, such as Arcadia Wash and the SGR, which would otherwise discharge additional runoff to downstream receiving waters. Furthermore, ongoing pollutant source control efforts, urban redevelopment, and green street implementation will have the opportunity to reduce potential runoff pollutant loads within the catchment to the lake, in a more cost-effective manner. Finally, from the public education standpoint, the facility is a large scale demonstrable example of what regional BMPs, LID, and green streets are intended to accomplish, in a far less visible way.

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Deleted: All of the regional projects, with the exception of the Arboretum of LAC, Sierra Vista Park, and the LADPW Easement include subsurface storage in the form of corrugated metal chambers or a concrete vault. Flows from the existing storm drain system will be diverted to the project sites, some through a gravity system and others using a pumping system. Flows will be stored and allowed to infiltrate. Opportunities may also exist for supplemental irrigation. The concept for the Arboretum of LAC is based on the Baldwin Lake Planning Study for the Los Angeles County Arboretum and Botanic Garden (Kornradolph, Inc., 2012) and involves greening some of the lake features, dredging the lake, pumping flows from the lake to the existing waterfall and other water features, and modifications to the lake outlet. The concept for Sierra Vista Park is to divert stormwater from a nearby storm drain, partially treated, and pump it into the existing spreading grounds. The flows will enter the existing spreading grounds at Basin 1, which is a settling basin for inflow from street runoff (Arcadia and Sierra Madre, 2005). Flows will then be stored and infiltrated throughout the existing spreading grounds. The concept for the LADPW Easement involves surface storage in the form of infiltration basins, as this is the preferred implementation strategy by LADWP. A series of four infiltration basins has been conceptualized and the level in each basin is to be controlled by a downstream weir.¶

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TABLE 3-24

Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

Further discussions with the Regional Board would be required to fully evaluate this potential site for future possible regional projects.

Table 3-24 summarizes the space available, drainage area size, and storage volume associated with the recommended regional projects. Figure 3-33 illustrates the recommended project sites and their catchment areas along with the subareas used in the RAA. Descriptions of each of the selected projects are provided in Section 3.4.2.1.

→

| Table 3-24 Regional Project Site Volume Reduction | | | | | | |
|---|---------------------|-----------------------------------|-----------------------|------------------------|------------------------|---|
| Recommended Project Site | Parcel Size (acres) | Project Area ¹ (acres) | Drainage Area (acres) | Storage Volume (ac-ft) | Storage Volume (M gal) | Percent of 85 th Percentile Volume |
| LAR Watershed | | | | | | |
| Recreation Park | 19 | 0.92 | 106 | 7.43 | 2.42 | 100 |
| Arboretum of LAC | 110 | 3.44 | 207 | 9.32 | 3.04 | 100 |
| Sierra Vista Park | 17 | N/A ² | 120 | 7.89 | 2.57 | 100 |
| Royal Oaks Trail (LAR) | 14 | 4.40 | 661 | 41.75 | 13.60 | 100 |
| L. Garcia Park | 2 | 1.28 | 265 | 18.21 | 5.93 | 100 |
| Eisenhower Park | 5 | 1.29 | 1,425 | 32.14 | 10.47 | 50 |
| SGR Watershed | | | | | | |
| LADWP Easement | 9 | 3.17 | 240 | 3.93 | 1.28 | 28 |
| Encanto Park | 11 | 1.42 | 190 | 11.51 | 3.75 | 100 |
| Memorial Park (Azusa) | 12 | 3.09 | 387 | 30.20 | 9.84 | 100 |
| Royal Oaks Trail (SGR) | 14 | 4.12 | 722 | 67.01 | 21.84 | 100 |

¹ Area footprint in which infiltration will occur.
² Using existing spreading ground facilities.

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TABLE 3-25

Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

3.4.3.1 Green Street Implementation Summary

The implementation needs based on the subarea analysis were analyzed to determine the quantity of green streets by jurisdiction and subarea. Table 3-25 identifies the lane mile needs for each jurisdiction within the RH/SGRWQG.

→

| Jurisdiction | Green Street Lane Miles | | | |
|-----------------------|-------------------------|---------------|------------|-------------------|
| | LAR Watershed | SGR Watershed | Total | Percent by Agency |
| Arcadia | 123 | 0 | 123 | 28% |
| Azusa | 0 | 112 | 112 | 26% |
| Bradbury | 0 | 0 | 0 | 0% |
| Duarte | 38 | 16 | 54 | 12% |
| Monrovia | 68 | 0 | 68 | 16% |
| Sierra Madre | 6 | 0 | 6 | 1% |
| County Unincorporated | 38 | 35 | 73 | 17% |
| Total: | 273 | 163 | 436 | 100% |

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Figure 3-35 illustrates the lane miles needed throughout the RH/SGRWQG, compiling the information from the subarea analysis. Similar to the subarea maps, the green street recommendations are shown as bold green lines. The figure also shows the regional project catchments that are full capture, as green streets are not required in these subareas as they are fully mitigated by a regional EWMP project. Additionally, the subareas for which green streets are not selected are shown. The RH/SGRWQG plans to develop a Green Streets Master Plan document that evaluates area Capital Improvement Programs and the projected road repair and rehabilitation projects, street widening, resurfacing, and reconstruction so that green street implementation can be strategically planned and incorporated into upcoming projects. Streets that have been upgraded or rehabilitated in the last few years and selected as green streets will be scheduled for implementation towards the end of the implementation schedule.

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Attachment T contains a subarea summary table listing the lane miles provided based on subarea. A figure is also included so that subareas names can be associated spatially. Where it is impractical to implement enough BMPs within a specific subarea, other BMPs are implemented throughout the watershed to provide the estimated volume and load reductions.

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FIGURE 4-1

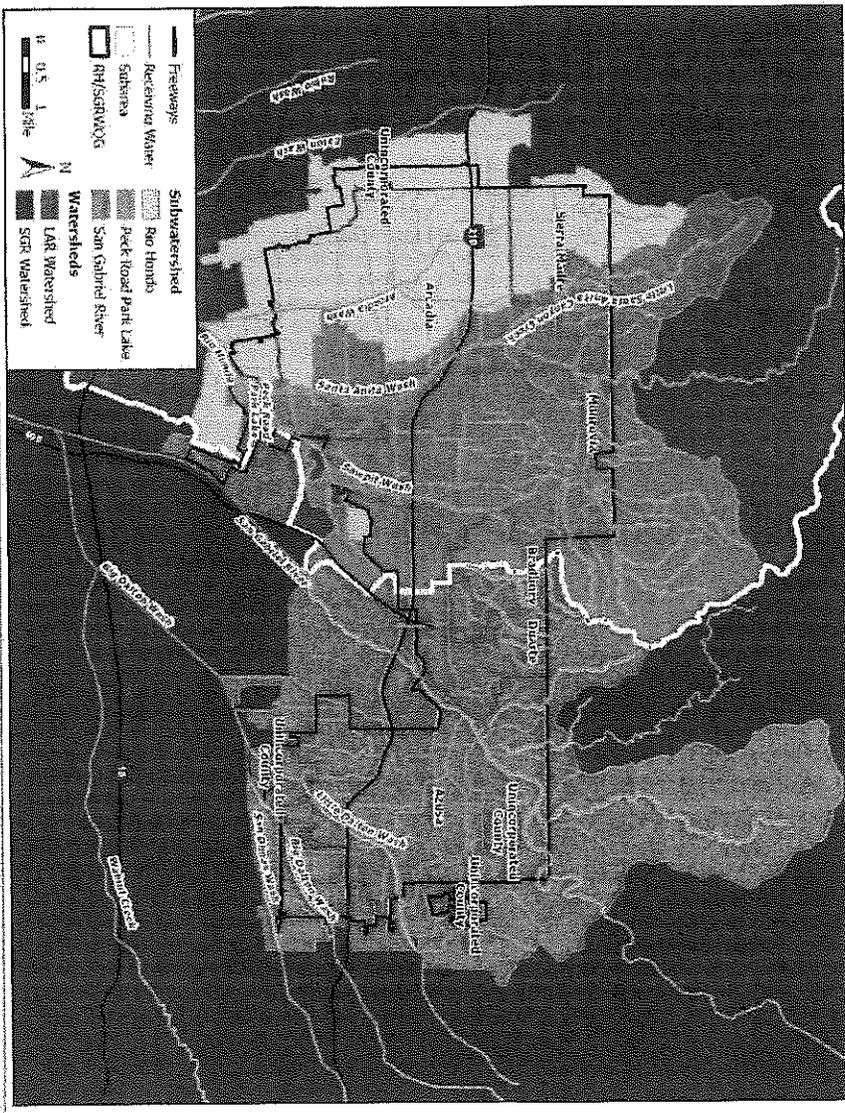
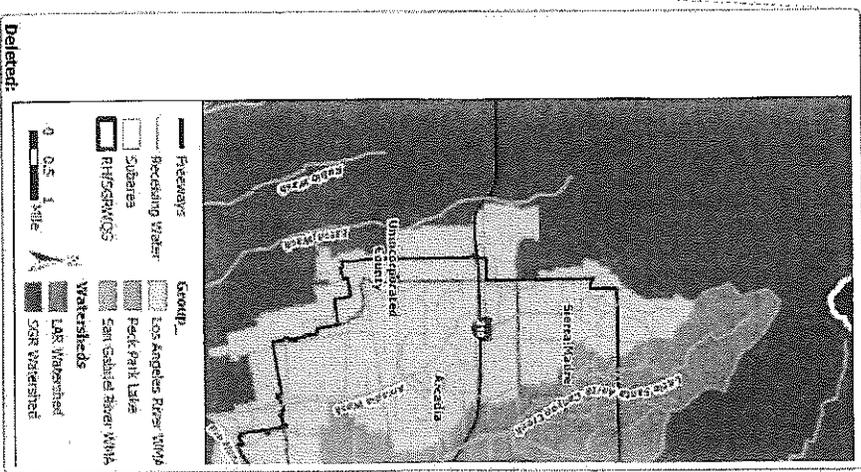


Figure 4-1 RH/SGRWQS Watershed Boundaries



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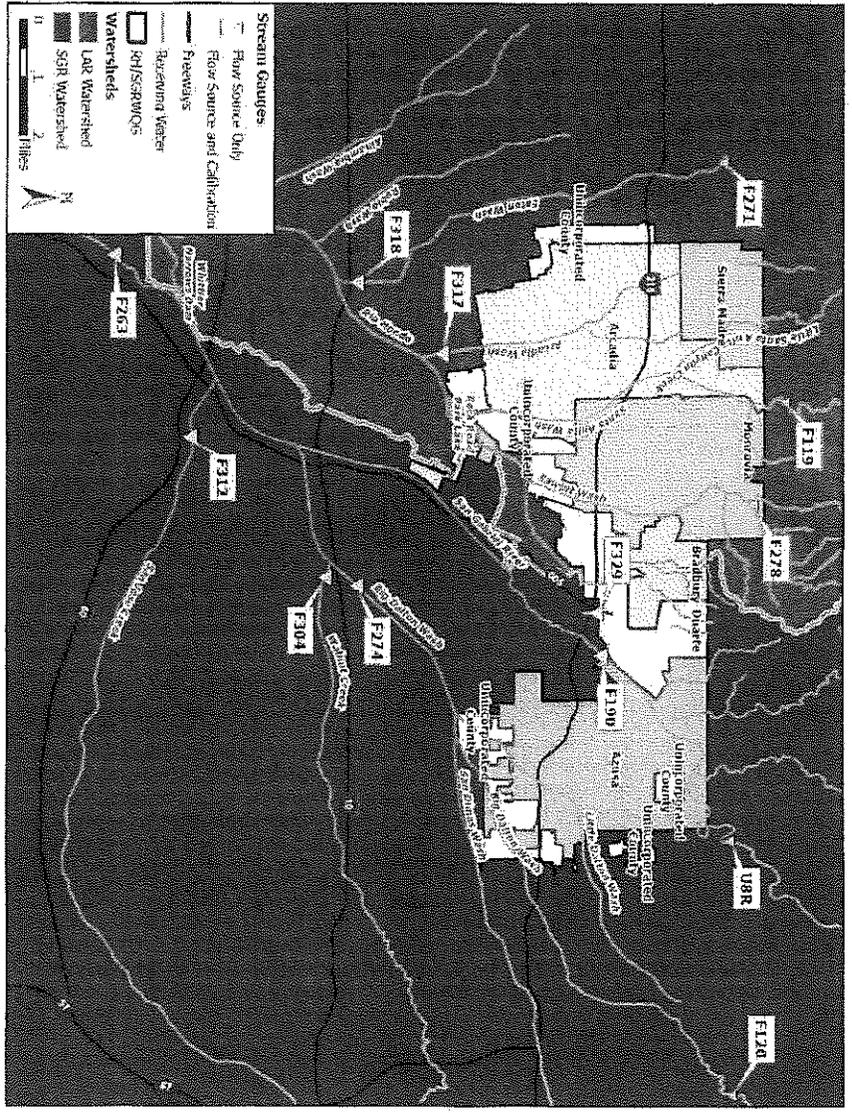


Figure 4-2. Stream Gauges and Water Quality Monitoring site used for Calibration

FIGURE 4-2



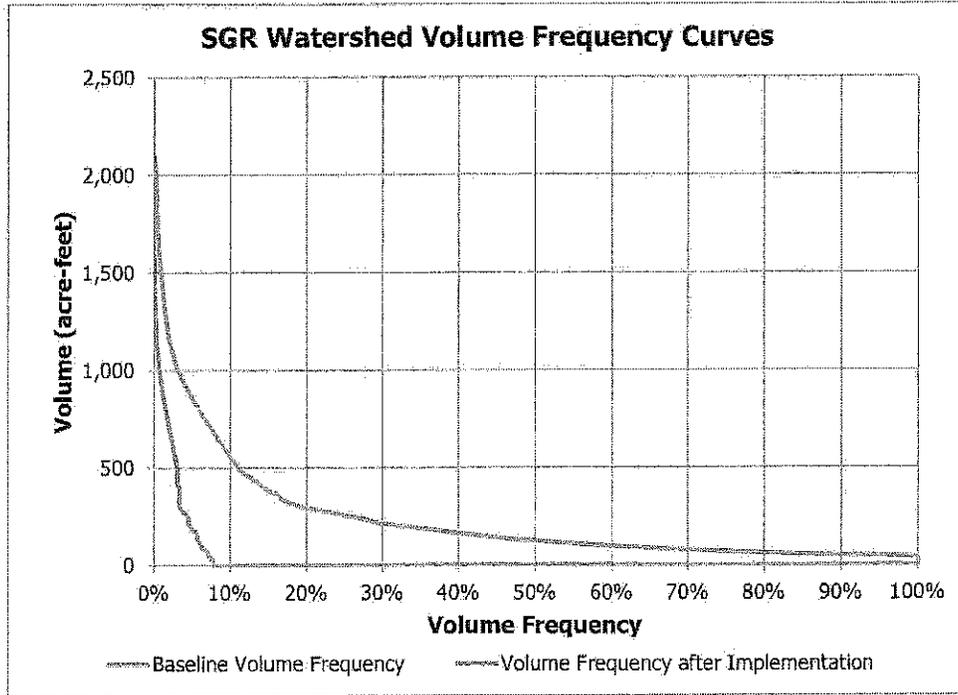


Figure 4-22 SGR Watershed Volume Frequency Curves

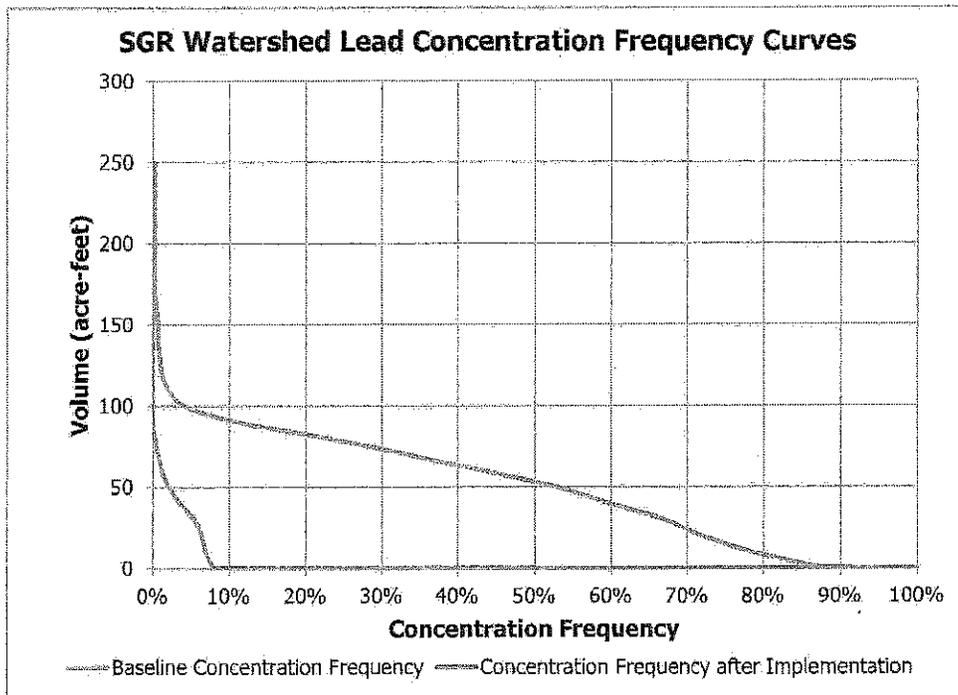


Figure 4-23 SGR Watershed Lead Concentration Frequency Curves

FIGURE
4-23



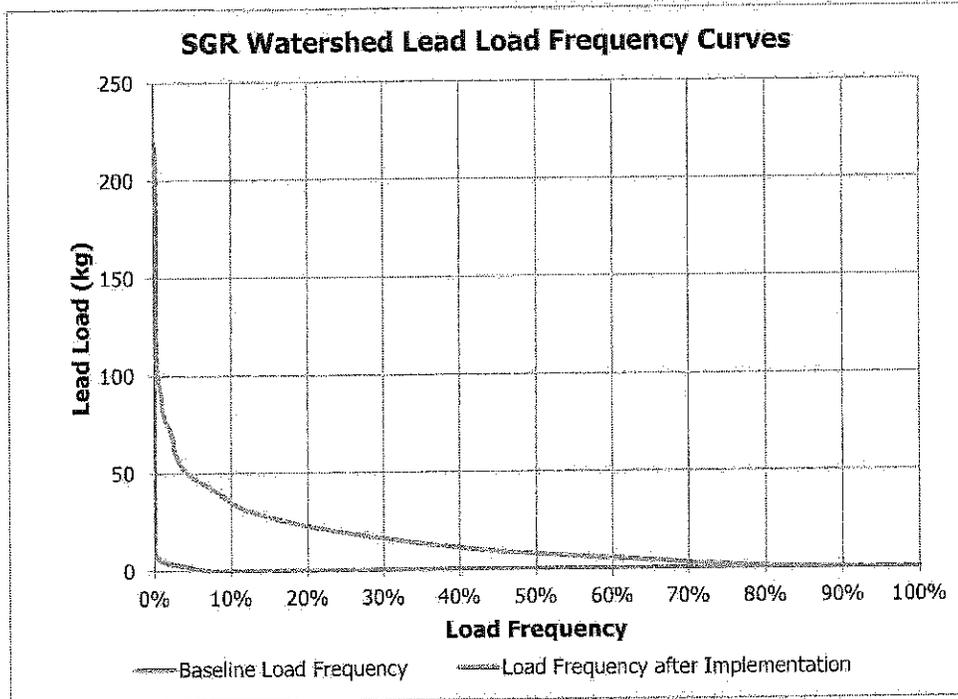


FIGURE 4-24

Figure 4-24 SGR Watershed Lead Load Frequency Curves

The average annual stormwater runoff volume based on the model was determined each year between 2002 and 2011. **Table 4-25** and **Table 4-26** summarize the average annual volume each year along with the average annual captured volume based on control measure implementation for the LAR and SGR Watersheds, respectively.

| Table 4-25 Average Annual Volume Summary for the LAR Watershed | | | | | | | |
|--|---------|------|--------------------------|-----------------------------|---------------|-------|--------|
| Start | End | Year | Total Volume (acre-feet) | Captured Volume (acre-feet) | | | |
| | | | | Regional Projects | Green Streets | LID | Total |
| 10/1/01 | 9/30/02 | 2002 | 16,317 | 1,609 | 7,586 | 6,242 | 15,437 |
| 10/1/02 | 9/30/03 | 2003 | 13,463 | 1,395 | 6,640 | 4,548 | 12,583 |
| 10/1/03 | 9/30/04 | 2004 | 7,953 | 888 | 3,891 | 3,174 | 7,953 |
| 10/1/04 | 9/30/05 | 2005 | 49,158 | 5,949 | 21,551 | 9,533 | 37,033 |
| 10/1/05 | 9/30/06 | 2006 | 12,456 | 1,290 | 6,069 | 5,097 | 12,456 |
| 10/1/06 | 9/30/07 | 2007 | 3,641 | 331 | 1,639 | 1,671 | 3,641 |
| 10/1/07 | 9/30/08 | 2008 | 13,702 | 1,459 | 7,877 | 4,061 | 13,397 |
| 10/1/08 | 9/30/09 | 2009 | 7,209 | 670 | 3,988 | 2,551 | 7,209 |
| 10/1/09 | 9/30/10 | 2010 | 13,726 | 1,435 | 7,614 | 4,677 | 13,726 |
| 10/1/10 | 9/30/11 | 2011 | 21,989 | 2,341 | 9,499 | 6,309 | 18,149 |
| Average: | | | 15,961 | 1,737 | 7,635 | 4,786 | 14,158 |

SECTION 5 **5. Proposed Control Measure Implementation Schedule**

Control measures were modeled in the RAA so that compliance was demonstrated at each of the milestones. As previously discussed, milestone dates are defined by the applicable TMDLs, otherwise established as part of this EWMP. The applicable milestone dates are summarized in **Table 1-6** and **Table 2-10**. Zinc is the priority pollutant for the LAR Watershed side of the RH/SGRWQG, while lead is the priority pollutant for the SGR Watershed side. Based on the priority pollutants, the milestone dates are related to the Los Angeles River Metals TMDL and San Gabriel River Metals and Impaired Tributaries Metals and Selenium TMDL. This section outlines the proposed control measure implementation schedule related to the proposed non-structural BMPs, regional projects, and distributed BMPs (green streets) discussed in **Section 3.4**. The actual schedule will depend on the amount and types of funding the group is able to secure.

5.1 Non-Structural BMPs

As discussed in **Section 3.4.1**, non-structural BMPs and the LID programs that will be implemented and were evaluated in the RAA include enhanced MCMs, other non-structural BMPs such as the various senate bills that have been approved, and the new and re-development LID program. These control measures will be ongoing throughout the simulation period. The load reductions associated with implementing enhanced MCMs will be evenly distributed over time. The new and re-development program will be implemented throughout the simulation period at the rates described in **Table 3-20**.

5.2 Regional Projects

The regional projects modeled for the LAR Watershed portion of the RH/SGRWQG RAA are scheduled to be addressed prior to the 2024 interim metals TMDL milestone (50 percent). It is proposed that the SGR Watershed will address two regional projects prior to the 2020 interim metals TMDL milestone (35 percent) and the other two projects before the 2023 interim metals TMDL milestone (65 percent). **Table 5-1** summarizes the anticipated project timeline including the design, environmental permitting, bid, and construction phases for the regional projects in the LAR and SGR Watersheds. Operation and maintenance (O&M) of each of the projects will begin following construction.



Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

| Table 5-1 Proposed Regional Project Timeline | | | | | | | |
|--|----------------|---|--------------|----------------------|------------------------------|-------------------------------|-----------------|
| Regional Project | Design (years) | Environmental Permitting ¹ (years) | Bid (months) | Construction (years) | Low Range Total Time (years) | High Range Total Time (years) | Completion Year |
| LAR Watershed | | | | | | | |
| Recreation Park | 1 | 1 | 6 | 1.50 | 3.00 | 4.00 | 2020 |
| Arboretum of LAC | 1 | 1 | 6 | 2.25 | 3.75 | 4.75 | 2021 |
| Sierra Vista Park | 1 | 1 | 6 | 0.75 | 2.25 | 3.25 | 2020 |
| Royal Oaks Trail (LAR) | 2 | 1 | 6 | 5.00 | 7.50 | 8.50 | 2023 |
| L. Garcia Park | 2 | 1 | 6 | 3.25 | 5.75 | 6.75 | 2024 |
| Eisenhower Park | 2 | 1 | 6 | 5.00 | 7.50 | 8.50 | 2024 |
| SGR Watershed | | | | | | | |
| LADWP Easement | 1 | 1 | 6 | 1.00 | 2.50 | 3.50 | 2020 |
| Encanto Park | 1 | 1 | 6 | 2.25 | 3.75 | 4.75 | 2020 |
| Memorial Park (Azusa) | 2 | 1 | 6 | 5.00 | 7.50 | 8.50 | 2023 |
| Royal Oaks Trail (SGR) | 2 | 1 | 6 | 5.00 | 7.50 | 8.50 | 2023 |

¹ Environmental permitting may be done before or concurrent with the design phase.



Additionally, each of the projects will need to be replaced after the end of the expected life cycle. Underground storage systems that utilize Steel Reinforced Polyethylene (SRPE) cisterns will need to be replaced approximately every 30 years, while concrete or aboveground systems can wait approximately 50 years. To minimize the financial burden, the reconstruction dates can be staggered for regional projects. The current schedule and costs do not include the replacement of regional projects.

5.3 Distributed BMPs (Green Streets)

The distribution of proposed green streets implementation is based on the volume/load reductions that are not satisfied by other control measures at each of the TMDL compliance deadlines. Additionally, the green streets were distributed over the years so the cost can be distributed. Like with the regional projects, the green streets will need to be replaced at the end of their expected life, approximately every 30 years. The street replacements can be spread over more time than the initial implementation because they are not constrained with compliance deadlines. The current schedule and costs presented do not include the replacement of green streets. **Figure 5-1** and **Table 5-2** summarize the green street implementation timeline needed to demonstrate compliance.

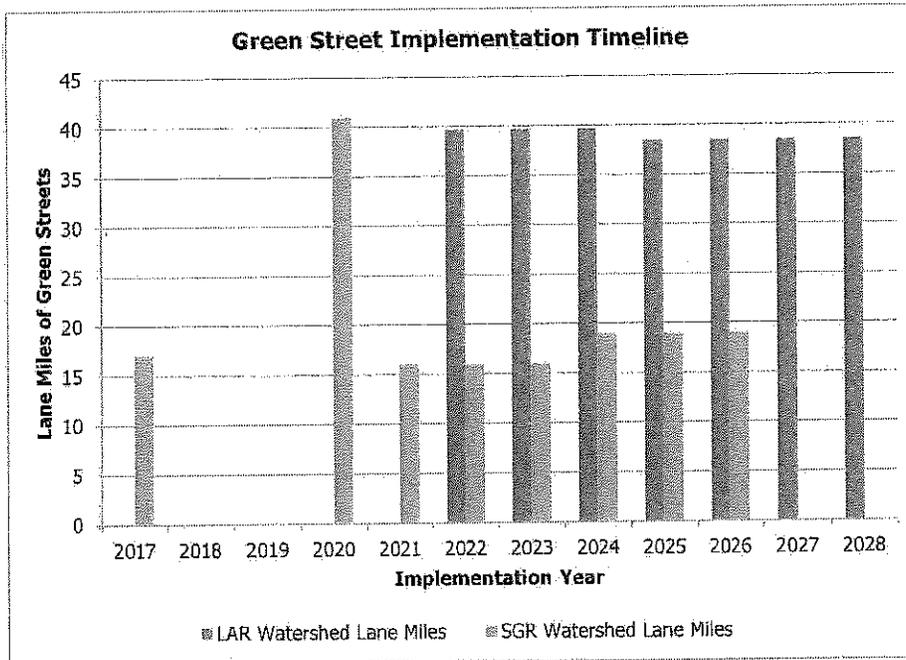


Figure 5-1 Green Street Implementation Timeline

April 1, 2016

| Comment Number | Commenter | Location | MS4 Permit Provision | Comment | CWE Response to Original Comment | Regional Board Response | Back Check Response | RB Check 4/14/16 |
|----------------|----------------|------------------------------------|-------------------------|--|--|---|---------------------|------------------|
| 1 | Regional Board | | | The draft EWMP does not consider the Indicator Bacteria in the San Gabriel River, Estuary, and Tributaries TMDL (San Gabriel River Bacteria TMDL) in Basin Plan Amendment Resolution No. R15-005 Attachment A (adopted by the Regional Board on June 10, 2015) which is anticipated to be effective by the next permit cycle (assuming a TMDL effective date of early to mid-2016). Revise the draft EWMP to reference the San Gabriel River Bacteria TMDL, which addresses bacteria impairment in Big Dalton Wash among other waterbodies in the SGR Watershed. For reference, see Basin Plan Amendment Table 7-41.2 footnote 5 and the staff report page 21, 31, and 35. | The EWMP was revised to identify the June 10, 2015 LARWQCB adoption of the SGR Bacteria TMDL. Applicable TMDLs, reviewed staff reports, water quality priorities, schedules, etc. were revised to include the TMDL. | Revision made | Addressed | |
| 2 | Regional Board | Figures 4-14 & 4-15, pages 135-136 | | Present cumulative values of rainfall and runoff related to the graphs in Figures 4-14 and 4-15 (i.e., the 24-hour storm event size for LAR and SGR, respectively). | Based on input from the Regional Board, the volume identified in the narrative was also displayed on the figures. | Comment addressed | Addressed | |
| 3 | Regional Board | Section 1.6 | | Revise Section 1.6 as the petitions (SWRCB/OCC File Nos. A2236) were resolved by the State Board on June 16, 2015 through its Order WQ-2015-0075. Delete all but the last sentence of the "reservation" included as a contingency in the EWMP while that petition process was underway. | This section was revised. | Reference to SWRCB/OCC File Nos. A2236 was removed. | Addressed | |
| 4 | Regional Board | Figure 2-1, page 22 | Part VI.C.5.a.III(1)(b) | Include MS4 outfall locations on (a) map(s). (Monitoring sites are shown on Figure 2-1, page 22. Planned regional BMPs are seen on page 60. Planned distributed BMPs are on page 62. Potential project sites are on pages 64-65.) | A new figure (Figure 1-6) was added to demonstrate where the outfalls within the R4/SGRWQG are located based on current CIMP data. | Figure 1-6 now has MS4 out fall locations. | Addressed | |

| Comment Number | Commenter | Location | MS4 Permit Provision | Comment | CWE Response to Original Comment | Regional Board Response | Back Check Response | RB Check 4/14/16 |
|----------------|----------------|--------------------|------------------------------------|--|--|--|------------------------|------------------|
| 5 | Regional Board | Page 37 | | The EWMP states that, "Opportunities to implement sediment control BMPs will determine whether it is practicable to achieve the numeric sediment-borne WQOs." Delete or modify this statement such that the Group commits to implement sediment control BMPs, or use alternative approaches as determined through its adaptive management process, to control discharges of bis(2-ethylhexyl)phthalate from the Permittees' MS4s that could cause or contribute to exceedances of Receiving Water Limitations. | Statement was deleted. | Statement was not deleted. Please delete or respond to us. | Statement was deleted. | Okay. |
| 6 | Regional Board | Page 38 | Parts VI.C.6.a and VI.C.8.a.II-III | Modify the following statement in the EWMP as follows: "The schedule identified in this EWMP remains iterative and is subject to change based on changing data, information, legislation, law, and fiscal priorities through the adaptive management process. Any schedule modifications will be consistent with TMDL related compliance schedules and will be submitted to the Regional Board for review and approval per the requirements of the LA County MSA Permit." | Accept the revision. | Statement was added. | Addressed | |
| 7 | Regional Board | Page 46 | | The information in the draft EWMP regarding existing institutional BMPs is lacking in detail. The EWMP must be revised to include more details on the existing MCMs/institutional BMPs, including the scope of implementation (i.e., which Permittees are implementing each measure in Section 3.1.1) and a description adequate to understand the linkage between the BMP and water quality (e.g., "scheduling," "water trucks," etc.). | Attachment P was expanded and additional narrative was added in Section 3.1.1. | The permittee involved in each MCM is now listed in Table P-1. I see the added paragraph in Section 3.1.1. | Addressed | |
| 8 | Regional Board | Table 2-2, page 23 | | Include a commitment to update the water quality characterization as more water quality data become available through the CIMP for waterbodies such as Little Santa Anita Canyon Creek/Santa Anita Wash, Monrovia Canyon Wash, Sawpit Wash, and Little Dalton Wash. | Commitment added before Table 2-2. | Comment included | Addressed | |

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| | Regional Board | | | <p>Provide an example validation for a representative waterbody within the Rio Hondo/San Gabriel River Watershed Management Area, or in another EWMP area where the same RAA approach is used, that demonstrates that with all proposed BMPs in place, as determined from the initial analysis of the necessary volume and/or pollutant load reduction, will result in achieving the RWLS.</p> | <p>It is not possible to demonstrate that the RWLS at the mass emission station are met because this is only one portion of the watershed. The treatment methods involve infiltration of the constituents rather than dilution, therefore a 90% load reduction can be achieved without changing concentrations of the constituents in the water. We have provided the results of the analysis that show the required load reductions have been met (Tables 4-23 and 4-24, plus Attachment X). The Regional Board confirmed that the frequency graphics discussed above will satisfy the intent of this comment.</p> | | | |

| Comment Number | Commenter | Location | MS4 Permit Provision | Comment | CWE Response to Original Comment | Regional Board Response | Back Check Response | RB Check 4/14/16 |
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| 9 | Regional Board | Section 2.2 | Part VI.C.5.a.ii | The EWMP does not identify Category 3 pollutants. However, Table D-1 indicates that there are some pollutants that have exceeded water quality objectives in the past 5 years, but for which a TMDL has not been established. Include these pollutants as Category 3 pollutants in the EWMP, or provide an explanation for excluding these pollutants. See also Enclosure 2. | Based on communications with the Regional Board, a footnote was added to Table 2-5 stating that the exceedance analysis data was based on data collected downstream, which is not directly related to the RH/SGRWQG. As Category 3 pollutants will be reassessed with relevant data and updated through the Adaptive Management Process as appropriate. | The following footnote was added to Table 2-5. 7 Pollutants noted with exceedances in Table 2-3 that are not associated with an existing TMDL or 303(d) listing have not been identified as Category 3 pollutants because the data analyzed is from areas downstream of the RH/SGRWQG. How far downstream? Once CIMP data has been collected for the group area, Category 3 pollutants will be identified as WBPCs through the Adaptive Management Process, as appropriate. Based on the first CIMP wet-weather monitoring event, exceedances were not detected for potential Category 3 WBPCs. | Footnote number 8 (was footnote 7 in previous submittal) was revised to point readers to Figure 2-1 which illustrates the locations monitoring data was collected from. Not including Category 3 pollutants until additional CIMP data is collected was discussed with the Regional Board prior to the previous submittal. | Areas are far enough downstream so explanation is okay. |

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| 10 | Regional Board | Table 2-5 | Part VI.C.5.a.ii (page 60) | Revise Table 2-5 and other applicable sections of the draft EWMP, including corresponding tables in Attachment C, to address the following comments: <ul style="list-style-type: none"> ➤ Add a note to the table to acknowledge that although the City of Azusa is in the Santa Fe Dam Park Lake subwatershed, the USEPA Los | Footnote was added in Table 2-5. | Note has been added. | Addressed | |
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| | | | | <p>Angeles Area Lakes TMDL for Nitrogen, Phosphorous, Mercury, Trash, Organochlorine Pesticides, and PCBs (Los Angeles Area Lakes TMDL) states that there are no MS4 discharges to Santa Fe Dam Park Lake (p. 11-16 of Los Angeles Area Lakes TMDL).</p> <p>➤ Add a note to Monrovia Wash to acknowledge that Monrovia Canyon Creek is 303(d) listed for lead. However, the Los Angeles River and Tributaries Metals TMDL (Basin Plan Amendment Resolution No. R10-003 Attachment A) only assigns a dry-weather load allocation for nonpoint sources and therefore, no WLA is assigned for MS4 sources.</p> <p>➤ Category 1A, Nutrients: Add Nitrate-Nitrite and denote with "(F)" for Rio Hondo Reach 3, Monrovia Wash, and Sewpit Wash.</p> <p>➤ Category 1A, 1B: Omit rows for Copper (dry), Lead (dry) and Zinc (dry).</p> <p>➤ Category 1A, Copper (wet).</p> | <p>Regional Board clarified that once lead (dry) was eliminated from the list (per two comments below) then a Category 2 WBPC made sense for Monrovia Wash.</p> <p>This was added to the table.</p> <p>Removed based on conversation with the Regional Board.</p> <p>Clarified with the Regional Board that the comment was intended to discuss lead only (not copper) and was intended to discuss Category 1C WBPCs rather than 1A. A note was added to the Category 1C heading based on the comment.</p> <p>Footnote was added to the table.</p> <p>Table was revised to include E. coli for Big Dalton Wash.</p> | <p>Lead was added to category II for Monrovia Wash in Table 2-5.</p> <p>Added.</p> <p>Omission made.</p> <p>Comment was intended to discuss lead only (not copper) and was intended to discuss Category 1C WBPCs rather than 1A. A note was added to the Category 1C heading based on the comment.</p> <p>Note was added.</p> <p>E. Coli was added for Big Dalton Wash but under Category 1B.</p> | <p>Addressed</p> <p>Addressed</p> <p>Addressed</p> <p>Addressed</p> <p>Addressed</p> <p>Addressed</p> <p>Addressed</p> | |

| Comment Number | Commenter | Location | MS4 Permit Provision | Comment | CWE Response to Original Comment | Regional Board Response | Back Check Response | RB Check 4/14/16 |
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| | | | | <p>Peck Road Park Lake: Add a note stating that as per the USEPA Los Angeles Area Lakes TMDL (page 4-1 and 4-22), lead is currently meeting numeric targets for water and sediment (wet and dry weather) and therefore, no WLA was assigned.</p> <p>> Category A (Nutrients, Metals, Trash) and Category 1B (Metals and Bacteria): Add a note stating that MS4 discharges from Sawpit Wash, Santa Anita Wash, and direct MS4 discharges to Peck Road Park Lake are subject to the Los Angeles River and Tributaries Metals TMDL (LA River Metals TMDL) and the Los Angeles River Watershed Bacteria TMDL (LA River Bacteria TMDL).</p> <p>> Category 2C: Include bacteria (E. coli) for Big Dalton Wash per the finding in the SGR Bacteria TMDL (June 2015) that Big Dalton Wash is Impaired by Indicator bacteria.</p> <p>> Add Category 3 pollutants as appropriate based on Appendix D receiving water analysis.</p> | Footnote was added to the table. (See response to comment above). | Category 3 pollutants were added. I don't believe that Appendix D was the correct reference but footnotes added were appropriate. | | |

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| 11 | Regional Board | Section 2.3 | Part VI.C.5.a.iii | <p>The EWM must be revised to include all relevant findings regarding known and suspected stormwater and non-stormwater pollutant sources in discharges to the MS4 and from the MS4 to receiving waters from all of the following programs:</p> <ul style="list-style-type: none"> ➤ Permittee(s) IC/IDE programs ➤ Industrial/Commercial Facilities Pollutant Control programs ➤ Development Construction programs, and ➤ Public Agency Activities programs. | <p>A discussion on the available information from the programs listed in the comment was added in the source assessment section.</p> | <p>I see a lot of added material in 2.3.3.1 through 2.3.3.6 on TMDL findings but I do not see added material in the Source Assessment section that addresses findings from these 4 programs. If you have findings from these 4 programs, please present them.</p> | <p>Additional narrative was added to Section 2.3.3 under the bulleted list. The additional narrative clarifies that information from these programs was compiled and reviewed, but did not provide information pertaining to source assessment.</p> | Okay. |
| 12 | Regional Board | Table 2-6, page 29 | Part VI.C.5.a.iii.(1)(a)(v) | <p>Include all details from applicable TMDL source investigations regarding known and suspected stormwater and non-stormwater pollutant sources in discharges to the MS4 and from the MS4 to receiving waters, including from the recently adopted SGR Bacteria TMDL (June 2015).</p> | <p>Some of this information has been included (Table 2-7), but additional information from TMDL Staff Reports was also added. Information from the SGR Bacteria TMDL was also incorporated.</p> | <p>Findings from the TMDLs are contained in Sections 2.3.3.1 through 2.3.3.6.</p> | <p>Addressed</p> | |
| 13 | Regional Board | Section 2.3 | Part VI.C.5.a.iii.(1)(a)(vi) | <p>Review all TMDL Staff Reports, TMDL Implementation Plan(s) and supporting documents, if developed (see TMDL Reporting Requirements in Attachment E, Part XIX, pages E-45 to E-62), and determine if there are any watershed model results. If watershed model results exist, include them in the revised EWM.</p> | <p>TMDL Staff Reports and Implementation Plans were reviewed and models are discussed and briefly summarized in the EWM.</p> | <p>RTC seems reasonable. "At this time, models are not specific enough to accommodate a few specific sources, let alone the impact of a major source such as copper in brake pads. Current models are inadequate for distinguishing copper loads from a residential area adjacent to a freeway with those from a rural area. Such sources will likely be identified through implementation of the CIMP and the Adaptive Management Process."</p> | <p>Addressed</p> | |

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| 14 | Regional Board | Table 2-8, page 29 | Part VI.C.5.a.iii.(1)(a)(vi) | Include all details from Permittee(s)' monitoring programs regarding known and suspected stormwater and non-stormwater pollutant sources in discharges to the MS4 and from the MS4 to receiving waters. | Permittees do not have any individual monitoring programs. All monitoring data has been reviewed and is included in the EWMP. This data does not identify sources and this discussion has been added to the EWMP. | RTC seems reasonable. Permittees do not have any individual monitoring programs. All monitoring data has been reviewed and is included in the EWMP. This data does not identify sources and this discussion has been added to the EWMP. | Addressed | |
| 15 | Regional Board | Table 2-8 and Section 2.3.3 | Part VI.C.5.a.iii (pages 60-61) | Add Big Dalton Wash for bacteria as a category 2 pollutant in Table 2-8 of the draft EWMP as per the Indicator Bacteria in the San Gabriel River, Estuary, and Tributaries TMDL (San Gabriel River Bacteria TMDL) in Basin Plan Amendment Resolution No. R15-005 Attachment A (adopted by the Regional Board on June 10, 2015) which is anticipated to be effective by the next permit cycle. Additionally, add a discussion on bacteria in Section 2.3.3 referencing the SGR Bacteria TMDL (Table 7-41.2 footnote 5) and the staff report (p. 21, 31, and 35). Revise other applicable EWMP sections accordingly. | A discussion referencing the SGR Bacteria TMDL was added to Section 2.3.3 (Specific Constituents, under Source Assessment). Revisions were made to Table 2-8. | In section 2.3.3.6 Source Assessment Summary under table 2-7 there is discussion of bacteria for Big Dalton Wash. Table 2-8, however, has no discussion of bacteria as your RTC says it would. | Addressed Sorry for the confusion. A table was deleted between the first submittal and the previous submittal. What was originally referred to as Table 2-8 was changed to Table 2-7 (Water Quality Priorities for the RH/SGRWQ). This table was revised to include SGR, San Dimas Wash, and Big Dalton Wash under bacteria. | Okay. |

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| 16 | Regional Board | Table 2-8 and Section 2.3.3 | Part VI.C.5.a.iii (pages 60-61) | Table 2-8 of the draft EWMP lists Peck Road Park Lake for Bacteria as a Category 1 pollutant rated high for MS4 linkage. Add a footnote clarifying that Peck Road Park Lake does not have a TMDL or 303(d) listing for bacteria but was categorized as a Category 1 pollutant based on source assessment. Revise other applicable EWMP sections accordingly. | Revisions were made to Table 2-8. | In Table 2-8 "Initial Classification for USEPA TMDLs, 303(d) Listings, and Other Exceedances of RWLS" discussion of bacteria was pulled out altogether. It should be in the table or as a footnote to the table and qualified as the RB comment indicated and as indicated in the comment above rather than just pulled out from the table. | The original comment now applies to Table 2-7 (see discussion in response to comment 15). There was a misunderstanding, but Peck Road Park Lake was added back to Table 2-7 in association with bacteria and this was also updated in Table 2-5 (Summary of RHYSGRWQG WBPC Categories). A footnote was included in Table 2-5 explaining that Peck Road Park Lake, Montrovia Wash, and Sawpit Wash are considered a Category 1 WBPC (with bacteria) during extreme wet-weather events, otherwise hydrologically disconnected to Rio Honda/LAR. | This seems to be related to the spreading grounds, correct? You cannot state you are conditionally exempt for a Category 1 pollutant. This would be a determination that would need to go through the basin plan amendment process. You may state that there seems to be a hydrologic disconnect during most conditions (except high flow) under dry weather conditions. Provide documentation of the hydrologic disconnect. However, you need to acknowledge that you are responsible for the pollutants. |
| 17 | Regional Board | Table 2-8 and Section 2.3.3 | Part VI.C.5.a.iii (pages 60-61) | Table 2-5 of the draft EWMP lists San Dimas Wash and Big Dalton Wash for lead as a Category 1 pollutant as per the Los Angeles River and Tributaries Metals TMDL (LA River Metals TMDL). Explain in Section 2.3.3 why Table 2-8 does not include San Dimas Wash and Big Dalton Wash as a Category 1 pollutant for lead (i.e., no exceedances based on data). Add San Dimas Wash and Big Dalton Wash in Table 2-8 of the draft EWMP for category 1 pollutant lead, unless there justification is provided for not adding these waterbodies. Revise other sections of the EWMP accordingly. | Table 2-5 was revised to be consistent with Table 2-5. | You indicate that, "Table 2-8 was revised to be consistent with Table 2-5." However, I don't see this to be the case as there is no mention of lead or metals in Table 2-8. Perhaps you forgot to follow through? | The original comment now applies to Table 2-7 (see discussion in response to comment 15). The tables are consistent in that all WBPCs are correctly identified in both tables. | Okay. |

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| 18 | Regional Board | Table 2-8 and Section 2.3.3 | Part VI.C.5.a.iii (pages 60-61) | Explain in Section 2.3.3 of the draft ESWMP if there are any MS4 sources or significant exceedances based on data for cadmium, copper, and zinc in Peck Road Park Lake. If so, add to Table 2-8 of the draft ESWMP for the aforementioned metals as a Category 3 pollutant or a Category 2 pollutant if it meets 303(d) listing criteria. Revise other applicable sections of the ESWMP accordingly. | Based on the available data from CWH, cadmium, copper, and zinc data are not available for Peck Road Park Lake. Monitoring sites for LAR Metals TMDL CMP are significantly downstream of Peck Road Park Lake. This data is not representative of concentrations and loadings to Peck Road Park Lake for cadmium, copper, and zinc. Per CEDEW, SWAMP Monitoring data for tissue from 1986 to 1992 is available for cadmium, copper, and zinc. Monitoring data upstream of Peck Road Park Lake is not available at this time and the analysis to determine where the MS4 is a significant source cannot be conducted at this time. | Explanation appears okay. | Addressed | |
| 19 | Regional Board | Page 59 | Part VI.C.1.g,iv | The ESWMP should be revised to clarify the difference between the list of Regional BMP projects on page 59 and that in Table 3-23 on page 102 of the ESWMP. "The following four projects exhibited the greatest potential of the planned regional BMP projects to possibly satisfy the regional ESWMP project criteria. Some of these project sites were evaluated as part of the regional project screening further detailed in Section 3.2.4." <ul style="list-style-type: none"> > Buena Vista Wetlands > Hugo Reid Park Infiltration Basin Project > Monrovia Station Square Project > Whittier Narrows Park Project (ESWMP, page 59) Identify which of these four projects were evaluated as part of the regional project screening in Section 3.2.4, and provide the results of the screening. For projects that were not evaluated as part of the regional project screening, provide an explanation for why they were not. | Additional discussion was added in Section 3.2.3 and a footnote was added to Table 3-4 in Section 3.2.4 to clearly identify which of the planned BMPs were screened. | The added paragraph in section 3.2.3 is helpful. However, the RTC says there will be and added footnote to Table 3-4 to clearly identify which of the planned BMPs were screened. The added footnotes do not seem to do this. They are: <ul style="list-style-type: none"> * More than one alternative for site was evaluated. 1 Previously planned projects as described in Section 3.2.3 If the * is supposed to be which projects were screened, then only 3 were screened. Is this correct? | Footnote 1 was added in Table 3-4 to demonstrate which projects were previously planned, as described in Section 3.2.3, which is the section that discusses these projects in more detail. Footnote 1 was revised to further explain these projects are from existing implementation plans. Two projects were evaluated that were originally identified in planning documents (Hugo Reid Park and Buena Vista Spreading Grounds) and the explanation in Section 3.2.3 covers why other projects were not further screened (outside of the RH/SGRWQG area). | Okay. |

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| 20 | Regional Board | Section 3 | | Provide a detailed description on each of the selected Regional EWMP projects, describing the BMP in more detail. This should be done in either Section 3 or in a new Attachment. (Attachment E has a good academic discussion of various types of BMPs; however there is not a good description of each of the Regional EWMP projects that were on the final list of 10 EWMP Regional projects.) | A description of each of the proposed projects is provided in Section 3.4.2.1. | Comment responded to. | Addressed | |
| 21 | Regional Board | Table 3-1, Section 3.1.3, Page 49 | Part VI.C.5.b.i(1), page 62. | Revise the EWMP to more clearly address non-stormwater. There is an assumption made by the EWMP that the control measures for addressing stormwater will also apply to non-stormwater. | Report was revised to clarify that non-stormwater will be addressed through the CIMP NSWD source assessment. | Section 3.1.3 Approaches to Additional Non-Stormwater Discharge Control Measures" states that Response was that "Non-stormwater discharges throughout the RH/SGRWOG will be addressed through the CIMP non-stormwater discharge source assessment." Please see the Upper San Gabriel River EWMP. Section 5.4 for a section on non-stormwater milestones. A similar section should be developed for Rio Honda/San Gabriel. | Section 3.1.3 was revised to reference Section 4.2. Results associated with the approach discussed in Section 4.2 were added to Section 4.2. The revised language and figures quantify the anticipated dry-weather flow/load reduction throughout the proposed implementation timeline and at the dry-weather TMDL milestones. | Okay. |

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| 22 | Regional Board | Section 3 | Part VI.C.5.b.iv(3), page 64 | Include (or provide an explanation for not including) control measures identified in the Implementation Plan(s) submitted by Permittees. Acknowledge the upcoming submittal of dry weather bacteria LRS for segment B tributaries of the Los Angeles River. | Within Section 1.3.2 a statement was added to identify that the RH/SGRWQG will be preparing a LRS. Hugo Reid Park was the only project identified in the Metals TMDL Implementation Plan. It was added to the potential sites list and evaluated using the screening process discussed in the EWMP. | Final EWMP does not do not reference the upcoming submittal of the LRS for LAR Metals TMDL. The RTC does not respond to the second comment. *Acknowledge the upcoming submittal of dry weather bacteria LRS for segment B tributaries of the Los Angeles River.* | We assume there may be some confusion regarding the existence of an LRS for the LAR Metals TMDL. A paragraph was added to Section 1.3.2 regarding the complexity of RH/SGRWQG area flows and necessity for developing an Alternative Compliance Strategy (ACS) with Board Staff. Since dry-weather flows from the group do not appear to contribute to observed impairments below Whittier Narrows Dam, additional time is warranted to develop a water-conserving ACS. | Include a reference that the group is in the process of submitting an LRS for dry weather bacteria compliance. |
| 23 | Regional Board | Tables 3-6 and 3-7, pages 78-79 | Part VI.C.5.b.iv(4)(e), page 64 | The EWMP must be revised to specify which of the regional projects in Tables 3-6 and 3-7 will be implemented, justify why others will not be implemented, and clarify that in the body of the EWMP in section 3.2.4 and elsewhere, as appropriate. | Tables 3-6 and 3-7 were revised to include a bold line. The text was revised to explain the projects above the bold line are the projects that are to be implemented. | Modification is helpful. | Addressed | |
| 24 | Regional Board | Table 1-6 | Part VI.C.5.C, page 66 | Revise Table 1-6 of the draft EWMP to omit the row for SGR Metals and LAR Metals in dry weather. Also revise other applicable sections of the EWMP accordingly. | The schedule and discussions on the dry-weather metals TMDLs were removed from the EWMP. | Table 1-6 revised and I scanned other sections to see if other updates needed (seemed okay). | Addressed | |
| 25 | Regional Board | Table 1-6 | | Add a footnote to Table 1-6 of the draft EWMP to reference Attachment D "Key findings related to the Los Angeles River Nitrogen TMDL" of the draft EWMP. | Footnote was added to Table 1-6. | Footnote added. | Addressed | |

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| 26 | Regional Board | Table 2-9 and Table 2-12 | Part VI.C.5-c, page 66 and Part VI.E.3, pages 148-149 | <p>Table 2-9 of the draft EWMF indicates that Peck Road Park Lake nutrients (total nitrogen and total phosphorus) are categorized with the Harbor Toxics TMDL "scheduling class." Note that Peck Road Park Lake drains to Rio Hondo Reach 3 which is subject to the Los Angeles River Nitrogen Compounds and Related Effects TMDL (LA River Nutrients TMDL). The LA River Nutrients TMDL requires compliance as of the effective date of the LA County MS4 Permit. Therefore, revise Table 2-9 to substitute "Harbor Toxics TMDL" with "LA River Nutrients TMDL" (or another Lakes TMDL for nutrients) as the scheduling class for Peck Road Park Lake total Nitrogen and total Phosphorus. Table 2-12 proposes March 23, 2032 as a milestone for the USEPA Peck Road Park Lake Nutrients TMDL. The Group must propose a final deadline that is as short as possible taking into account the time since USEPA established the TMDL and the factors that affect the design, development, and implementation of the control measures that are necessary to comply with the WLAs. If the requested time schedule exceeds one year, the proposed schedule shall include interim requirements with numeric milestones and dates for final compliance. If any changes are made to the proposed milestones for Peck Road Park Lake Nutrients, revise applicable sections of the EWMF accordingly, including Section 2.5.2.1 and Tables 2-11 and 2-12, among others. See Enclosure 2 for additional comments.</p> | <p>Based on discussions with the Regional Board, the Machado Lake timeline will be used instead of the Harbor Toxics, because the watershed/tributary area is more comparable.</p> | <p>Revisions were made to substitute the Machado Lake TMDL scheduling class except for the case of Sawpit Wash where the reference was left to the Harbor Lakes TMDL. Please correct.</p> | <p>The schedule assigned for Sawpit Wash was revised to use the schedule associated with the Machado Lake TMDLs. These revisions were made in Table 2-8 (previously Table 2-9) and throughout Section 2.5 as necessary.</p> | <p>Okay.</p> |

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| 27 | Regional Board | Page 149 | | Specify how funds will be used most effectively (through the analysis of alternatives and the selection and sequencing of actions needed to address human health and water quality related challenges and non-compliance). This could include alignment with CIPs, IRWMP projects, planned park improvements, etc. | A discussion was added right before section 6.5.1 explaining that the RH/SCRWQG members will attempt to align the goals of the EWMP with other existing efforts, such as CIPs. Currently there are no planned park improvement projects in the area and IRWMP projects were not identified in this area. | Revision adequate. | Addressed | |
| 28 | Regional Board | Page xviii | | The EWMP must be revised to include non-structural control measure costs. These costs do not seem to be included in Section 6 Control Measure Implementation Cost. The EWMP states that: "There is not a significant cost increase associated with non-structural control measure implementation; therefore, costs focus on the regional and distributed BMPs." To the extent that these costs will remain constant from the previous iteration of the permit, provide the expenditures by each Permittee specific to MS4 permit implementation (excluding EWMP and CIMP development). | Based on discussions with the Regional Board, the cost associated with the stormwater program implementation (MCHS/institutional/non-structural BMPs) from previous years has been included with a statement that costs will likely increase. The narrative also explains that the increase in cost is small in relation to the other EWMP costs and is not carried through in the totals. | RTC and revision is satisfactory. | Addressed | |
| 29 | Regional Board | Section 3.4.2 | Part VI.C.5.b.iv.(4)(e), page 65 | Provide a table listing the responsible Permittee for each Regional EWMP Project. (Figure 3-33 only identifies the location of each Regional EWMP Project). | The responsible jurisdiction (where the project is located) has been identified along with the contributing jurisdictions in Table 3-23. The text was revised to clarify that the responsible jurisdiction is not necessarily financially responsible. | Revisions are helpful. | Addressed | |
| 30 | Regional Board | Section 5 | | The EWMP must provide a clear connection between the implementation schedules in Section 5 and the applicable TMDL compliance schedules. | The implementation schedule is based on the TMDL compliance schedule. This is stated in the introduction to this section. This was mentioned throughout document. | This connection must be demonstrated in the EWMP through a table or figure. | A new subsection was added to Section 5 (Section 5.4, Scheduling Summary). This section includes a figure and demonstrates the implementation schedule aligns with the TMDL milestones. | Okay. |
| 31 | Regional Board | Section 6.5 | | Update Table 6-7 to include available funds from Prop 1 for stormwater grants and IRWM projects. | Prop 1 information was added to the table and Attachment-AA. | Update was made. | Addressed | |

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| 32 | Regional Board | Section 6.5 | | Identify specific sources of funds that are available or will be pursued for near term (at least through 2017) BMP implementation. | Specific opportunities have been identified in Section 6.5.g that will be pursued and evaluated in the near term (prior to 2017). | While we appreciate that the section entitled "6.5.g Future Steps" was improved, the concept that all the ideas in this paragraph are for the next two years was not made clear. Please clarify that the entire paragraph is the focus for the next two years. | A statement was added within this section to clarify the information pertains to the next two years specifically (prior to 2017). | Okay. |
| 33 | Regional Board | Page 159 | Part VI.C.B, pages 68-70 | Section 7 of the EWMP states that, "an addendum or amendment will be required for the EWMP two years after the Regional Board Executive Officer approval and every two years thereafter..." Revisions can be included in an addendum or amendment, but the entire EWMP must be assessed and revised as necessary every two years as part of the Adaptive Management Process. | This was clarified in the EWMP. | Clarification seems to have been made. | Addressed | |
| 34 | Regional Board | Figure 7-1, Page 160 | Part VI.C.B, pages 68-70 | The steps outlined in Figure 7-1 do not appear to follow a logical sequential order. Reconsider the steps and revise the figure for greater clarity. | Figure was simplified and revised based on Regional Board comments. | Steps now seem simple and clear. | Addressed | |
| | -Regional Board | RAA | | Table 2-5 on pages 27-28 of the EWMP did not classify water body-pollutant combinations for all creeks and tributaries of the Los Angeles River and San Gabriel River within the EWMP area, including Little Santa Anita Canyon Creek, Santa Anita Wash, and Little Dalton Wash. The EWMP must either be revised to include water body-pollutant classification for these waterbodies and associated planned/proposed BMPs accordingly, or the Group must provide a commitment to update the water quality characterization as more water quality data become available through the CIMP for these waterbodies. | There are no TMDLs or 303(d) listings for Little Santa Anita Canyon Creek, Santa Anita Wash, or Little Dalton Wash. The EWMP was revised to clarify that waterbodies will be re-characterized as necessary once through the adaptive management process. Narrative was added to Section 2.1.1. | | | |

| Comment Number | Commenter | Location | MS4 Permit Provision | Comment | CWE Response to Original Comment | Regional Board Response | Back Check Response | RB Check 4/14/16 |
|----------------|----------------|----------|----------------------|--|---|-------------------------|---------------------|------------------|
| | Regional Board | RAA | | <p>The Regional Board adopted the San Gabriel River, Estuary and Tributaries Indicator Bacteria, Resolution No. R15-005 on June 10, 2015. The EWMP should be revised to address bacteria in Big Dalton Wash, which was identified as impaired in the TMDL, including proposed watershed control measures, interim and final milestones and dates for their achievement and reasonable assurance analysis.</p> | <p>The EWMP was revised to include the SGR Bacteria TMDL and identify the need to address bacteria in Big Dalton Wash (see comment and response above).</p> | | | |
| | Regional Board | RAA | | <p>Section 2.1.1 provides a summary of key findings from receiving water data analysis. There are exceedances in Rio Hondo Reach 3 for Benz(a)Fluoranthene, Bis(2-Ethylhexyl) Phthalate, Diazinon, Dibenz(a,h)Anthracene, Dissolved Oxygen, pH, and Indeno(1,2,3-cd)Pyrene (Table 2-3 on pages 24-25; Appendix D). Revise the EWMP to include these water body-pollutant combinations as Category 3 pollutants, or provide an explanation for each regarding why they are not addressed by the EWMP.</p> | <p>See response to comment above: Based on discussions with the Regional Board, the narrative was revised to discuss how the CIMP data will be used to re-evaluate WBP Cs, as the exceedance analysis included in the EWMP is based on data downstream. Revisions to the WBP Cs will be made through the Adaptive Management Process.</p> | | | |

| Comment Number | Commenter | Location | MS4 Permit Provision | Comment | CWE Response to Original Comment | Regional Board Response | Back Check Response | RB Check 4/14/16 |
|----------------|----------------|----------|----------------------|---|---------------------------------------|-------------------------|---------------------|------------------|
| | Regional Board | RAA | | <p>EWMP proposes that Peck Road Park Lake Nitrogen, Phosphorus, Mercury, Organochlorine Pesticides and PCBs TMDLs milestone schedule follow that of the Harbor Toxics TMDL with the rationale that control measures to reduce toxics should also significantly reduce the concentration of nutrients (Section 2.5.2.1 on pages 35-36). The scale of measures to control and reduce nutrients, metals, and toxic pollutant discharged to a lake system are significantly different than those control measures anticipated for the Greater Los Angeles and Long Beach Harbors. Therefore, the selection of an implementation schedule based on the implementation schedule for the Dominguez Channel and Greater Los Angeles and Long Beach Waters Toxic Pollutants TMDL is not supportable. Revise the schedules proposed for Peck Road Park Lake in consideration of the nutrient and toxic pollutants TMDLs for lake systems adopted by the Regional Board such as the Machado Lake TMDLs that have suitable control measures and implementation schedules.</p> | <p>See response to comment above.</p> | | | |

| Comment Number | Commenter | Location | MS4 Permit Provision | Comment | CWE Response to Original Comment | Regional Board Response | Back Check Response | RB Check 4/14/16 |
|----------------|----------------|--------------|----------------------|---|---|-------------------------|---------------------|------------------|
| | Regional Board | RAA Modeling | | <p>In addition to linear bias statistics presented in Tables 4-2, 4-4, 4-8, 4-10, 4-13, provide additional explanation and interpretation of the root mean square and coefficient of correlation statistics in these tables, and any differences in the conclusions that can be drawn regarding the hydrology and water quality calibrations based on the three statistics. In addition, the coefficients of correlation between modeled and observed values as shown in Table 4-8, Table 4-10, Table 4-13 of the EWNMP report respectively for copper, lead, zinc, fecal coliform, total nitrogen, and total phosphorus are low values for coefficients of correlation. Provide an explanation for these low values. Further, data needed to improve model calibration for these constituents should be identified along with a commitment to collect the necessary data and refine the model calibration through the adaptive management process.</p> | <p>Additional discussion was added on the calibration metrics and conclusions that can be drawn from the results. The low correlation coefficients and the data needs were also discussed.</p> | | | |
| | Regional Board | RAA Modeling | | <p>The model results of the baseline critical condition in terms of runoff volume, pollutant concentration, and pollutant loading are provided in Table 4-14, Table 4-15, Table 4-17 and Table 4-18. However, the duration curves or frequency curves of runoff volume, pollutant concentration and pollutant loading for the baseline condition at each analysis region for each pollutant of concern should be presented as well to demonstrate that the model results of baseline condition are based on the 90th percentile critical condition.</p> | <p>Frequency curves for volumes, concentrations, and loads were added to demonstrate that the control measures were designed to address the 90th percentile critical condition. This information was added in Section 4.9.</p> | | | |

| Comment Number | Commenter | Location | MS4 Permit Provision | Comment | CWE Response to Original Comment | Regional Board Response | Back Check Response | RB Check 4/14/16 |
|----------------|----------------|--------------|----------------------|--|---|-------------------------|---------------------|------------------|
| | Regional Board | RAA Modeling | | <p>The estimated allowable loads and required load reductions for the LAR and SCR watershed areas appear to be provided in Table 4-14 and 4-15 to demonstrate that the estimated allowable loads and load reductions are obtained from the 90th percentile critical condition of runoff volume and allowable pollutant concentration. It is recommended that the allowable loads and required load reductions are provided in the same duration curves for baseline condition to demonstrate that the estimated allowable loads and load reductions meet the 90th percentile critical condition.</p> | <p>The frequency curves discussed in the response to the previous comment were used to address this comment. The allowable loads were not plotted on figures with the required load reductions because allowable loads are dependent on various conditions and the figure would not convey the appropriate message. The frequency curves included in Section 4.9 demonstrate that the load reductions meet the 90th percentile critical condition.</p> | | | |
| | Regional Board | RAA Modeling | | <p>In the report, summary statistics of load reduction and percent reduction for different control measures are provided as shown in Table 4-23 and Table 4-24; however some numbers to arrive at the modeled values of load reduction and percentage are not clearly identifiable. Provide the RAA results for the proposed control measures and potential BMPs to demonstrate the effectiveness of the proposed BMPs that would achieve the required pollutant load reductions and load reduction goals in terms of 1) influent volume, concentration and load; 2) treated volume, concentration and load; and 3) effluent volume, concentration and load through the system of BMPs at the downstream point of BMP systems to demonstrate the effectiveness of the proposed BMPs.</p> | <p>Besides the MCMs, the BMPs proposed for this EWMP are all related to infiltration. The influent and effluent quality will be very similar. Load reduction occurs when water is infiltrated into the ground, preventing the constituents from moving downstream. The narrative above Table 4-23 was clarified to explain the load reductions are related to the volume captured and infiltrated. Any flows greater than the storage capacity are passed through the system at full concentration.</p> | | | |

Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

TABLE 5-2

| Table 5-2 Proposed Green Street Implementation Timeline | | |
|--|------------------------------------|----------------------|
| Implementation Year | Lane Miles of Green Streets | |
| | LAR Watershed | SGR Watershed |
| 2017 | - | 17.0 |
| 2018 | - | - |
| 2019 | - | - |
| 2020 | - | 41.0 |
| 2021 | - | 16.0 |
| 2022 | 39.6 | 16.0 |
| 2023 | 39.7 | 16.0 |
| 2024 | 39.7 | 19.0 |
| 2025 | 38.5 | 19.0 |
| 2026 | 38.5 | 19.0 |
| 2027 | 38.5 | - |
| 2028 | 38.5 | - |
| Total: | 273.0 | 163.0 |

5.4 Schedule Summary

Figure 5-2 demonstrates that the control measures and associated implementation schedule proposed in this EWMP will address TMDL milestones. The figure shows the required load reduction will be met for the limiting pollutant in both the LAR and SGR Watersheds. Quantification of the anticipated load reductions are presented in Table 4-23 and Table 4-24 for the LAR and SGR Watersheds, respectively.

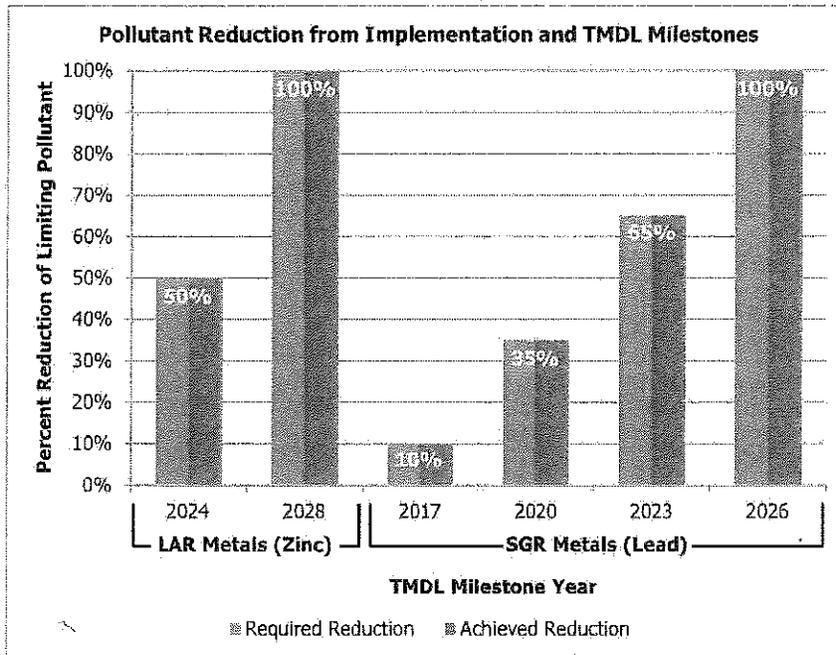


FIGURE 5-2 Figure 5-2 Pollutant Load Reduction from Implementation and TMDL Milestones



City of Sierra Madre Agenda Report

*Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member*

*Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Elisa C. Cox

DATE: September 13, 2016

SUBJECT: Information Technology Master Plan

SUMMARY

This item was carried over from the July 12, 2016 City Council meeting. In July 2015 the City Council authorized staff to work with ClientFirst to complete an Information Technology (IT) Audit and Master Plan. The project has been completed and is being presented to the City Council to receive and file and instruct staff to work on implementing the objectives in the Master Plan as the budget allows.

ANALYSIS

Much of the City's information technology infrastructure is dated and has been piecemealed together over the years. Furthermore, the cost of technology is continuing to drop and with the hope that there may be ways to increase the City's technological operational efficiencies while decreasing costs, the City Council authorized staff to work with ClientFirst to complete an Information Technology (IT) Audit and Master Plan in July 2015.

The objective of the Master Plan included developing and articulating a vision for the effective use of technology to support the work of the City, identifying strategies for developing and implementing technology initiatives, and highlighting the cost, as well as the benefits of doing so.

The attached document is a well-documented plan to guide the City over the next five years in planning, procuring, implementing, and managing current and future technology investments and resources related to Information Technology Services. The plan is the result of a thorough analysis of the following:

- Existing hardware and network infrastructure, staffing, funding, applications, business systems, projects, processes, telecommunications, training, and other investments and resources currently in use by the City

- Interviews and workshops involving all levels of the City's staff, including the Management
- Team, end-users, and other stakeholders, recognizing limited staff availability
- Identification and prioritization of projects that the IT staff should undertake over the next five years
- Identification of needs to accommodate current and future technology requirements, such as data storage and management, legal requirements, security requirements, etc.

Findings

ClientFirst found that City management, staff, and contractors have worked hard to maintain the information technology systems with limited financial and staff resources. City management and the City's contractor have managed to keep current technology and systems operating and the City's staff deserves credit for their patience and acceptance of the current state of IT within the City.

Although the organization has gotten by with very limited expenditures, a significant portion of the IT infrastructure and some of the enterprise business applications - which are the backbone of departmental operations and citizen services - are out of date, end of life, underutilized, and significantly behind peer municipalities. Continuing with the existing state of City systems and under-trained employees is a significantly less than optimal approach to doing business. It takes more recurring staff time (and therefore labor cost) to make up for the lack of more up-to-date IT systems and infrastructure that are common in other municipal governments.

Over the last few years, citizens have begun demanding more efficient interaction, online transactions, and more transparent information availability. The City will not be able to manage these changes without updating, improving the level of IT management, and better utilizing enterprise business applications and the IT infrastructure that supports them.

ClientFirst Recommendations

Moving forward, over the next 18 to 24 months, the focus of Information Technology should be on infrastructure upgrades and increasing IT support staff to meet the needs of 21st Century technology. While some software applications improvements are possible during this time, major software system utilization improvements and replacement system implementations must follow the initial focus on infrastructure. ClientFirst recommends that IT work to position itself in the following ways:

IT Infrastructure – Follow best practices for infrastructure equipment replacement recommendations to reduce risk. Focus initially should be on the following:

- Upgrade to Municipal Area Network (MAN) per the initiative recommendations
- Local Area Network (LAN) Upgrade*

- Computer Room and Data Center Improvements (including connection between City and PD)*
- Increase Internet Bandwidth*
- Virtual Server Upgrade
- Disk Space Expansion
- Electronic Mail Upgrade*
- Complete a Security Review (with outside assistance)

Telephone System Replacement* – Proceed with completing the installation and implementation of the new Citywide Voice-over Internet Protocol (VoIP) telephone system.

Backups and Disaster Recovery – Backup improvements to ensure complete and development of disaster recovery plan.

IT Staffing – The IT function does not have the staffing resources to maintain existing systems. Over the near term, a significant investment in infrastructure will require additional IT Support and Network Engineering skills. Over the longer term, the City will need to increase the number of IT support days provided by the City's existing contractor and also turn to other third-party resources to accomplish the implementation of the necessary infrastructure improvements.

ERP Gap Analysis and Utilization Improvements* – Conduct a structured Gap Analysis and Utilization Improvement Plan for the existing Tyler Incode ERP, including the following components (suites/modules):

- Financials
- HR and Payroll (including reconfiguration of TimeClock Plus timekeeping)
- Land Management (Planning, Permits, Inspections, Licensing, Code Enforcement)
- Work Orders and Maintenance Management
- Tyler Content Management (TCM)
- Integrations with other core applications outside of the Tyler Incode ERP system

Application Utilization – City departments want to improve their core business processes and fully utilize their applications. The City should work to encourage a sense of application ownership and continuous improvement by the departments. Improved application utilization is one of the most effective ways to increase staff productivity and customer service.

Governance – ClientFirst expects the projects outlined in the MasterPlan will result in improved productivity and customer service, as well as improved sustainability.

Third-party subject-matter experts (SMEs) will be helpful for projects that are (1) high priorities, (2) beyond the scope of City skill sets, and/or (3) lacking internal resource availability.

Additionally, ClientFirst recommends that action plans be developed by the departments and IT for all active, short-term initiatives. The action plans should include all identified needs, recommended solutions, responsible individuals, and target due dates. These action plans can ensure that all needs are being addressed and/or that a decision has been made not to pursue an initiative. These action plans will also prove beneficial to annual resource and budget planning requirements.

The City should review and update the IT Master Plan annually, using an abbreviated version of the master planning methodology. In this way, the plan will be a vehicle to continuously guide the information technology activities of the City. The annual IT Master Plan update should be synchronized with the City's annual budget process, so the City's IT Plan initiative costs can be properly represented in the City's annual budget.

FINANCIAL REVIEW

ClientFirst has included a proposed budget with the Master Plan following page 39 in the attached document. The adopted Internal Services IT Fund includes some funding in Fiscal Year 2016-2017 to begin implementing parts of the IT Master Plan, but not at the level ClientFirst recommends in the attached budget.

The items with an asterisk (*) above have some level of funding set aside in the Information Technology Internal Service Fund in Fiscal Year 2015-2016 (meaning the City completed the recommendation already) or in Fiscal Year 2016-2017. But of the \$572,570 recommended for FYE 2017, only \$228,230 has been budgeted, which is less than the total Top Priority Initiatives, \$402,690, recommended in FYE 2017.

There is approximately \$628,000 in fund balance (reserves) in the Internal Services IT Fund, should the City Council wish to allocate additional funding to accomplish some of the Top Priority Initiatives identified by ClientFirst.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

ALTERNATIVES

1. The City Council may receive and file the IT Master Plan and instruct staff to work on implementing the objectives in the Master Plan as the budget allows.
2. The City Council may receive and file the IT Master Plan and allocate additional funding from Internal Services IT Fund Reserves to implement some of the Top

Priority Initiatives identified in the Master Plan.

3. The City Council may provide alternate direction on the IT Master Plan.

STAFF RECOMMENDATION

Staff recommends the City Council receive and file the IT Master Plan and instruct staff to work on implementing the objectives in the Master Plan as the budget allows.

Attachment: Information Technology Master Plan



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Vincent Gonzalez, Director of Planning & Community Preservation 

REVIEWED BY: Leticia Cardoso, Planning Manager

DATE: September 13, 2106

**SUBJECT: DISCUSSION REGARDING NON-CONFORMING USES
ORDINANCE**

SUMMARY

At the request of Mayor Pro Tem Arizmendi, staff is providing this report to inform a discussion regarding the City's Nonconforming Uses Ordinance. Staff is seeking City Council concurrence to direct the Planning Commission to evaluate and revise Chapter 17.56–Nonconforming Uses Ordinance of the Sierra Madre Municipal Code.

Staff is in support of the request to work with the Planning Commission to revise the Ordinance as necessary.

ANALYSIS

Upon initial evaluation of the Ordinance, staff identified several code sections that require revisions. Potential areas of concern include:

17.56.060 – Nonconforming use of nonconforming buildings.

Provision: A nonconforming use may be continued, and may be expanded or extended through such building so long as such nonconforming building remains nonconforming provided no structural alternations are made.

Concern: Expansion or extended use of nonconforming building.

17.56.080 – Commission to determine conditions of abatement.

Provision: Responsibility of the Planning Commission, on its own initiative, to fix a date upon which the nonconforming building was established.

Concern: This should not be under the purview of the Commission.

17.56.090 – Reconstruction of nonconforming building destroyed.

- A. Nonresidential Structures.
- B. Residential Structures.

Provision: Specific to “Nonresidential Structures destroyed” to the extent of not more than fifty percent of its value by fire, explosion or other casualty may be restored and use may be continued.

Concern: Provision offers too much latitude to reconstruct nonconforming nonresidential structures. Qualification should be introduced to prohibit reconstruction of such except required accessory buildings such as a parking garage.

A complete copy of Chapter 17.56–Nonconforming Uses Ordinance is attached herein as **Exhibit A**.

FINANCIAL REVIEW

There is no financial impact related to the discussion item. Staff time was incurred in the preparation of the report.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City’s website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library. Notice of the hearing was published consistent with the requirements of Government Code Section 65090.

ALTERNATIVES

1. Direct staff to work with the Planning Commission to to amend Chapter 17.56 Nonconforming uses.
2. City Council can take no action.

3. Any other alternatives the City Council desires.

STAFF RECOMMENDATION

Direct staff to work with the Planning Commission to amend Chapter 17.56 Nonconforming uses Ordinance.

Attachment (1):

Exhibit A: Title 17, Chapter 17.56 Nonconforming Uses of the Sierra Madre Municipal Code

17.30.260 – LEGAL NONCONFORMING.

All legal nonconforming uses shall be regulated pursuant to [Chapter 17.56](#) (Nonconforming Uses).

(Ord. No. 1313, § 2(Exh. B), 3-22-11)

Chapter 17.56 - NONCONFORMING USES.

Sections:

17.56.010 - Nonconforming use limits.

While a nonconforming use exists on any lot, no additional use may be established thereon, even though such use would be a conforming use.

(Prior code § 9775)

17.56.020 - Removal of nonconforming buildings or change in status of nonconforming use.

If any nonconforming building is removed, every future use of the land on which the building is located shall conform to the provisions of this chapter. If a nonconforming use vacates and is succeeded by another and more restrictive use, it is presumed that the heavier nonconforming use has ended and thereupon immediately loses any vested right as such.

- A. If the substitute use is itself nonconforming, the degree of nonconformity shall not subsequently be increased by changing to a less restricted use.
- B. Required accessory buildings (garages, carports, etc.) which become nonconforming or are removed, destroyed or demolished by "act of God," "city abatement," or mandated or voluntary "rehabilitation" must be reconstructed and be made whole and conforming within one hundred eighty days of such nonconformity.
- C. Sites rendered nonconforming by reason of the conditions of subsections A and B of this section and by reason of the application of this section to such site, where same has occurred within the last thirty months (two and one-half years), shall conform with the provisions of this chapter within twelve months (one year) of the effective date of this chapter.

(Ord. 1011 § 1, 1983: prior code § 9776)

17.56.030 - Applicability.

The provisions of this chapter shall apply to buildings, lands and uses which hereafter become nonconforming due to any reclassification of zones under this chapter.

(Ord. 1011 § 1, 1983: prior code § 9777)

17.56.040 - Nonconforming use of land—No structure involved—Abatement.

In any zone the nonconforming use of land wherein no structure is involved shall be abated within five years from October 1, 1955, and any further use of such land shall conform to the provisions of this chapter. If the nonconforming use of land existing on October 1, 1955, is thereafter discontinued for six months or more, any future use of such land shall conform to the provisions of this chapter.

(Prior code § 9778)

17.56.050 - Nonconforming use of conforming buildings.

- A. In R or C Zones. All nonconforming uses of a conforming building in any of the R or C zones shall be discontinued within one year from the date of formal notice to the owner by the planning commission.
- B. In M Zones. The nonconforming use of a conforming building which is devoted to any residential purpose, hospital (except emergency hospitals), hotel, institution or home for the treatment of convalescent persons, alcoholics, the wounded or mentally infirm, lodgings, schools, trailers used for human habitation, or trailer parks shall be completely removed before the expiration of a ten-year period measured from the date this chapter becomes applicable to it.

(Prior code § 9779)

17.56.060 - Nonconforming use of nonconforming buildings.

The nonconforming use of a nonconforming building may be continued, and may be expanded or extended throughout such building so long as such nonconforming building remains nonconforming, provided no structural alterations are made except those required by law. A nonconforming use of a nonconforming building may be changed to another use of the same or more restricted classification.

(Prior code § 9780)

17.56.070 - Required removal of nonconforming buildings.

- A. In R Zones. Every nonconforming building in any of the R zones, except residential buildings, churches and schools, which nonconforming building was designed or intended for a use not permitted in the R zone in which it is located, shall be completely removed or altered to structurally conform to the uses permitted in the zone in which it is located within the herein specified times upon notice from the planning commission, which time is measured from the date of construction. In no case shall this period of time be less than five years from the date of notification by the planning

commission. As used in this section, the designations "Type 1 Building," "Type 2 Building," "Type 3 Building," "Type 4 Building" and "Type 5 Building" are employed as defined in the existing building title.

1. If property is occupied by structures of a type for which the existing building ordinance does not require a building permit, one year;
2. Type 4 or Type 5 buildings (light combustible frame and wood frame), forty years;
3. Type 2 or Type 3 buildings (heavy timber construction and ordinary masonry):
 - a. Apartments, offices, hotels or residences having stores or offices below and apartments or offices above, thirty-five years,
 - b. Warehouses, stores, garages, lofts, thirty-five years,
 - c. Factories and industrial, forty-five years;
4. Type 1 building (fire resistant):
 - a. Offices and hotels, forty-five years,
 - b. Theaters, fifty years,
 - c. Warehouses, lofts, stores, garages, forty-five years,
 - d. Industrial, thirty-five years.

B. In M Zones.

1. In the M zones, any residential structures existing on October 1, 1955, shall be considered as nonconforming uses, but, as such, shall be subject only to that provision of this chapter which provides that a nonconforming building removed or destroyed shall not be replaced by other than a conforming building.
2. Every nonconforming building in the M zones which is used for, or devoted to, any hospital (except emergency hospitals), hotel, institution or home for the treatment of convalescent persons, alcoholics, the wounded or mentally infirm, lodginghouses, schools, trailers used for human habitation, or trailer parks, and which nonconforming building was designed or intended for a use not permitted in the M zone in which it is located, shall be completely removed or altered to structurally conform to the uses permitted in the zone in which it is located within the herein specified times upon notice from the planning commission, which times are measured from the date of construction, except that in no case shall this period of time be less than five years from the date of such notice. As used in this section, the designations "Type 1 Building," "Type 2 Building," "Type 3 Building," "Type 4 Building" and "Type 5 Building" are employed as defined in the existing building title.
 - a. Where property is unimproved except for structures of a type for which the existing building title does not require a building permit, one year,
 - b. Type 4 or Type 5 buildings (light combustible frame and wood frame), forty years,
 - c. Type 2 or Type 3 buildings (heavy timber construction and ordinary masonry):
 - i. Apartments, offices, hotels or residences having stores or offices below and apartments or offices above, thirty-five years,

- ii. Warehouses, stores, garages, lofts, thirty-five years,
- iii. Factories and industrial, forty-five years,
- d. Type 1 buildings (fire resistant):
 - i. Offices and hotels, forty-five years,
 - ii. Theaters, fifty years,
 - iii. Warehouses, lofts, stores, garages, forty-five years,
 - iv. Industrial, thirty-five years.

(Prior code § 9781)

17.56.080 - Commission to determine conditions of abatement.

When any nonconforming condition exists in any zone, other than the nonconforming use of land when no structure is involved, it shall be the responsibility of the planning commission, on its own initiative, to fix a date upon which the nonconforming building was established. It shall also be the responsibility of the planning commission to determine whether, by reason of structural alterations or enlargements, or the installation of major equipment designed into the building prior to the date this chapter becomes applicable thereto, it is deemed necessary to establish a later date for abatement than that prescribed herein for the building itself in order to assure that the investment represented by such structural alterations, enlargements or equipment installations may be amortized. In performing this function, the commission shall consider all pertinent data in connection therewith to provide the opportunity for the owner of record, or lessee, if there be such, to present such evidence as they may possess and which properly relates to such case. When the date of abatement has been determined the commission, by resolution, shall establish such date and shall set forth such facts as bear upon the case upon which the determination of such date of abatement is based, and shall formally notify the owner of such nonconforming property of the action of the commission by mailing to such owner a copy of the formally adopted resolution not later than ten days following the date of subject action by the planning commission.

(Prior code § 9782)

17.56.090 - Reconstruction of nonconforming building destroyed.

A. Nonresidential Structures. A nonconforming nonresidential building destroyed to the extent of not more than fifty percent of its value at the time of its destruction by fire, explosion or other casualty or act of God or the public enemy, may be restored and occupancy or use of such building or part thereof which existed at the time of such destruction may be continued subject to all other provisions of this title.

B. Residential Structures. A nonconforming residential building destroyed by fire, explosion or other casualty or act of God or the public enemy, may be restored and occupancy or use of such building or part thereof which existed at the time of such destruction may be continued subject to all other provisions of this title. If reconstruction of a residential structure lawfully existing on a residentially zoned parcel at the time of its destruction cannot be accomplished in compliance with all other provisions of this title, then the city shall grant such variances as are necessary to allow reconstruction of a residence on the site to the same size, scope and footprint as existed previously, as necessary to avoid denying the property owner a reasonable economic use of the parcel.

(Ord. 1256 § 1 (Exh. A (part)), 2006: prior code § 9783)

17.56.100 - Alteration of nonconforming buildings—Inadequate yards.

Where a building or buildings, and customary accessory building, are nonconforming only by reason of substandard yards or open spaces, the provisions of this chapter prohibiting structural alterations or enlargements shall not apply, provided that any structural alterations of an existing building shall not increase the degree of nonconformity of yards or open spaces and any enlargements shall observe the yards and open spaces required on such lot.

(Prior code § 9784)

17.56.110 - Public utility exemptions.

The foregoing provisions of this chapter concerning the required removal of nonconforming buildings and uses, and the reconstruction of nonconforming buildings partially destroyed, shall not apply to public utility buildings and structures when such buildings and structures pertain directly to the rendering of the service distribution such as power-generating plants and electrical distribution substations, water wells and pumps, gas storage metering and valve control stations. Nor shall anything in this chapter be construed or applied so as to prevent the expansion, modernization or replacement of such public utility buildings, structures, equipment and features as are used directly for the delivery or distribution of the service, provided the provisions of this section shall not exempt from the provisions covering nonconformity of such buildings, structures or uses as do not immediately relate to the direct service by consumers such as warehouses, storage yards and the like.

(Prior code § 9785)



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine Aguilar, City Manager 

INITIATED BY: Vincent Gonzalez, Director of Planning & Community Preservation 

REVIEWED BY: Leticia Cardoso, Planning Manager

DATE: September 13, 2016

SUBJECT: FIRST READING OF ORDINANCE 1379, MUNICIPAL CODE TEXT AMENDMENT 16-06 AMENDING THE R-1 FAMILY RESIDENTIAL ZONE ORDINANCE (CHAPTER 17.20) AND THE DEFINITIONS ORDINANCE (CHAPTER 17.08)

SUMMARY

At the meeting on November 19, 2015, the Planning Commission initiated a discussion regarding possible changes to the minimum lot size requirements in the R-1 Zone in compliance with Implementation Measure IM-2 of the General Plan Update adopted in July 2015; this measure implements Policy L1.7 of the General Plan which requires the development of new regulations that discourage lots splits, including but not limited to, increasing minimum lot sizes.

A subcommittee including Commissioners Frierman-Hunt and Hutt was formed to consider the various options regarding lot sizes and density for the Commission's consideration at a future meeting. The Commission agreed that further discussion regarding shared driveway easements and flag lots was also needed as they affect lot configuration in subdivisions.

At the meetings on March 17th and April 22, 2016, the Planning Commission discussed the recommendations provided by the subcommittee and directed staff to prepare a draft Ordinance with the agreed-upon changes for their consideration. At the July 7, 2016 meeting, the Planning Commission unanimously recommended that the City Council approve Ordinance 1379.

BACKGROUND

In order to implement Land Use Policy L1.7, The Subcommittee was tasked to address lot splits and subdivisions employing shared driveways in relation to General Plan Objective L1 (“Continuing the existing pattern of residential housing development.”) and Policy L1.7 (“Developing regulations that discourage lot splits, including but not limited to, increasing minimum lot sizes.”). Attached herein for reference as **Exhibit 4** is the March 3, 2016 Memo from the Subcommittee that includes a detailed analysis that served as the basis for their recommendations to the Planning Commission.

ANALYSIS

Based on the subcommittee’s research and recommendation, the Commission opted to lower the maximum allowable floor area for construction on new lots in the R-1 Zone as a means to discourage lot splits rather than increasing the minimum lot size requirements, in order to avoid rendering most lots in the R-1 zone non-conforming. The Commission agreed to set a new floor area limit of 30 percent of lot area for the first 7,500 square feet of lot area and 10 percent for additional lot area applicable to new construction.

The Commission also agreed to apply the same standards for new lots reconfigured by a lot line adjustment, including floor area limits, minimum width at front yard setback line, the minimum average lot width and street frontage. However, some flexibility for minor lot line adjustments would be allowed subject to approval of a minor conditional use permit; minor lot line adjustments would include those that address minor issues, such as encroachments of structures onto lot lines, topographical features, etc., where such adjustments would not result in the addition of new residential structures where none could have previously been accommodated. If approved, a minor conditional use permit would allow up to a 10 percent deviation to the required width at front yard setback, the minimum average lot width or street frontage requirements.

The amendments also include a revision of the average width required for new and reconfigured lots, minimum lot frontage requirements, and shared private driveway requirements. Diagrams illustrating the orientation, setback requirements and limitations for lots accessed through a shared private driveway are included as part of the amendments, as well as diagrams showing examples of permitted and prohibited lot configurations.

Lastly, the Commission removed a provision in the R-1 Ordinance that allows flood control easement areas to be included in the lot area for purposes of calculating maximum allowable floor area as it is inconsistent with the definition of “lot area” in Chapter 17.08 (“Definitions”). As part of this revision, the Commission also revised the definition of lot area with regards to access easements to clarify that they should not be included in the calculation when it provides access to any lot, not just the lot in question as it is currently stated.

Attached as **Exhibit 1** for City Council's consideration is Ordinance 1379, and **Exhibit 2**, a redline version of Ordinance 1379 recommending the abovementioned amendments to the City Council by the Commission. Planning Commission Resolution 16-06 recommending the proposed revisions is attached as **Exhibit 3**.

CONSISTENCY WITH GENERAL PLAN

The proposed amendments are required out of public necessity, convenience and general welfare (SMMC 17.64.010) as they would further the goals of preserving the small town character of the community, and promoting neighborhood consistency. The proposed revisions to the R-1 Ordinance include the establishment of maximum allowable floor area for construction specific to new lots and lots reconfigured through lot line adjustments, new minor lot line adjustment provisions, new requirements for minimum frontage for lots located at the end of a cul-de-sac and for lots accessed by a shared private driveway, new diagrams illustrating the requirements for lots accessed by a shared driveway and prohibited/permitted lot configurations for lot splits, and elimination of flood control easement areas in the calculation of lot area for purposes of calculating maximum allowable floor area. The proposed revision to the definition of "lot area" in the Definitions Ordinance clarifies that access easements should not be included in the calculation when it provides access to any lot, not just the lot in question as it is currently stated. The proposed amendments are generally consistent with the goals, policies, and objectives of the General Plan in that they would help protect low-density single-family residential uses in the City.

FINANCIAL REVIEW

There is no financial impact related to the proposed MCTA 16-03. Staff time was incurred in the preparation of the report and draft ordinance.

CEQA FINDINGS

The project qualifies for an exemption from the California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations as it can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment, because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Notice of the hearing was published consistent with the requirements of Government Code Section 65090, including publication of a summary notice of public hearing in the local adjudicated newspaper. Notice of the hearing was also published through the City's E-blast electronic notification process, and on the City's website at www.cityofsierramadre.com and Facebook page. Copies of this report are available at the City Hall public counter and the Sierra Madre Public Library.

PLANNING COMMISSION RECOMMENDATION

At a noticed Public Hearing on July 7, 2016, the Planning Commission unanimously recommended approval of Ordinance 1379 to the City Council.

ALTERNATIVES

The City Council can consider the following alternatives:

1. Recommend approval of MCTA 16-03 pursuant to Resolution 16-06.
2. Recommend approval of MCTA 16-03, with modifications.
3. Recommend denial of MCTA 16-03.
4. Continue the matter and provide direction to Staff.

RECOMMENDATION

Staff recommends Alternative No. 1 that the City Council adopt Ordinance 1379 pursuant to Municipal Code Text Amendment 16-03, amending Chapters 17.20 R-1 (One-Family Residential) Zone and Chapter 17.08 – Definitions, pursuant to Planning Commission Resolution 16-06.

Attachments (6):

- Exhibit 1: City Council Ordinance 1379
- Exhibit 2: Redline Version of Ordinance 1379
- Exhibit 3: Planning Commission Resolution 16-06
- Exhibit 4: Planning Commission Subcommittee Memo – March 3, 2016
- Exhibit 5: R-1 Ordinance (Chapter 17.20)
- Exhibit 6: Definitions Ordinance (Chapter 17.08)

ORDINANCE 1379

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SIERRA MADRE, CALIFORNIA AMENDING TITLE 17 ("ZONING") OF THE
SEIRRA MADRE MUNICIPAL CODE BY AMENDING CHAPTER 17.08
("DEFINITIONS") SECTION 17.08.020 ("WORDS, TERMS, PHRASES DEFINED"),
CHAPTER 17.20 ("R-1 ONE FAMILY RESIDENTIAL"), SECTION 17.20.100 ("NEWLY
CREATED LOTS – REAR LINE WIDTH"), SECTION 17.20.110 ("NEWLY CREATED
LOTS - MINIMUM AVERAGE WIDTH"), SECTION 17.20.115 ("FLAG LOTS AND
EXCLUSIVE ACCESS EASEMENTS – PROHIBITED"), AND SECTION 17.20.125
("ALLOWABLE GROSS FLOOR AREA").**

**THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY
ORDAIN AS FOLLOWS:**

SECTION 1. Section 17.08.020 ("Words, terms, phrases defined") of Chapter 17.08 ("Definitions") of Title 17 ("Zoning") is hereby amended to read as follows:

"Lot area" means the total horizontal area within the boundary lines of a lot or parcel; provided, however, that the following shall be excluded from the computation thereof:

1. Any portion of said lot or parcel which serves as an access easement to any lot or building site; or
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

For the purpose of determining area in the case of an irregular, triangular or gore-shaped lot, a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the line representing the lot depth of such lot shall be used as the rear lot line.

SECTION 2. Section 17.20.100 ("Newly created lots – Rear line width") of Chapter 17.20 ("R-1 One Family Residential Zone") of Title 17 ("Zoning") is hereby amended to read as follows:

17.20.100 - Newly created or reconfigured lots—width and street frontage.

Every lot in the R-1 zone hereafter created or reconfigured by lot line adjustment or otherwise, shall have:

- A. A width at the rear line of a twenty-five foot front yard setback of not less than the following:

1. Lots required to have a minimum lot area of less than nine thousand square feet: sixty feet;
2. Lots required to have a minimum lot area from nine thousand up to but not including eleven thousand square feet: seventy feet;
3. Lots required to have a minimum lot area from eleven thousand square feet up to but not including fifteen thousand square feet: eighty feet;
4. Lots required to have a minimum area of or in excess of fifteen thousand square feet: ninety feet.

SECTION 3. Section 17.20.110 ("Newly created lots – Minimum average width") of Chapter 17.20 ("R-1 One Family Residential Zone") of Title 17 ("Zoning") is hereby amended as subsection B and C of 17.20.100, as follows:

B. An average width of not less than ten feet less than the required width appertaining to such lot, as set forth in subsection A above.

C. Frontage on a public street (or private street created in accordance with Section 16.32.030 of this code) of not less than the required width appertaining to such lot, as set forth in subsection A above, except:

SECTION 4. Section 17.20.115 ("Flag lots and exclusive access easements") of Chapter 17.20 ("R-1 One Family Residential Zone") of Title 17 ("Zoning") is hereby amended as subitems 1 and 2 of 17.20.100.C as follows:

1. For lots at the end of a cul-de-sac; or
2. Lots accessed by a shared private driveway (whether shared access easement or jointly-owned roadway lot) when all of the following are met:
 - a. The shared private driveway shall be at least 15 feet wide, or wider if required by fire code, and shall meet all other fire code requirements;
 - b. To the extent feasible and compliant with fire and other applicable codes, the shared private driveway shall be constructed of permeable materials and/or have a rainwater catchment and detention system;
 - c. The shared private driveway shall be the sole means of vehicular access to the lots it crosses, and no such lot may have a separate driveway;
 - d. Historic resources shall be preserved in accordance with Section 16.04.060 of this code, and to the extent practicable, all other existing primary structures shall be preserved;
 - e. Public access to the shared driveway be maintained at all times, and such driveway shall not be gated or closed in any manner;
 - f. The lot fronting the public street (or private street created in accordance with Section 16.32.030 of this code) shall have minimum frontage thereon as required above, and each lot shall have minimum frontage on the shared

private driveway as required above as if the same were a public street, except for lots at the end of the shared private driveway;

g. The shared private driveway shall be named and a street sign shall be installed where the same intersects a public street;

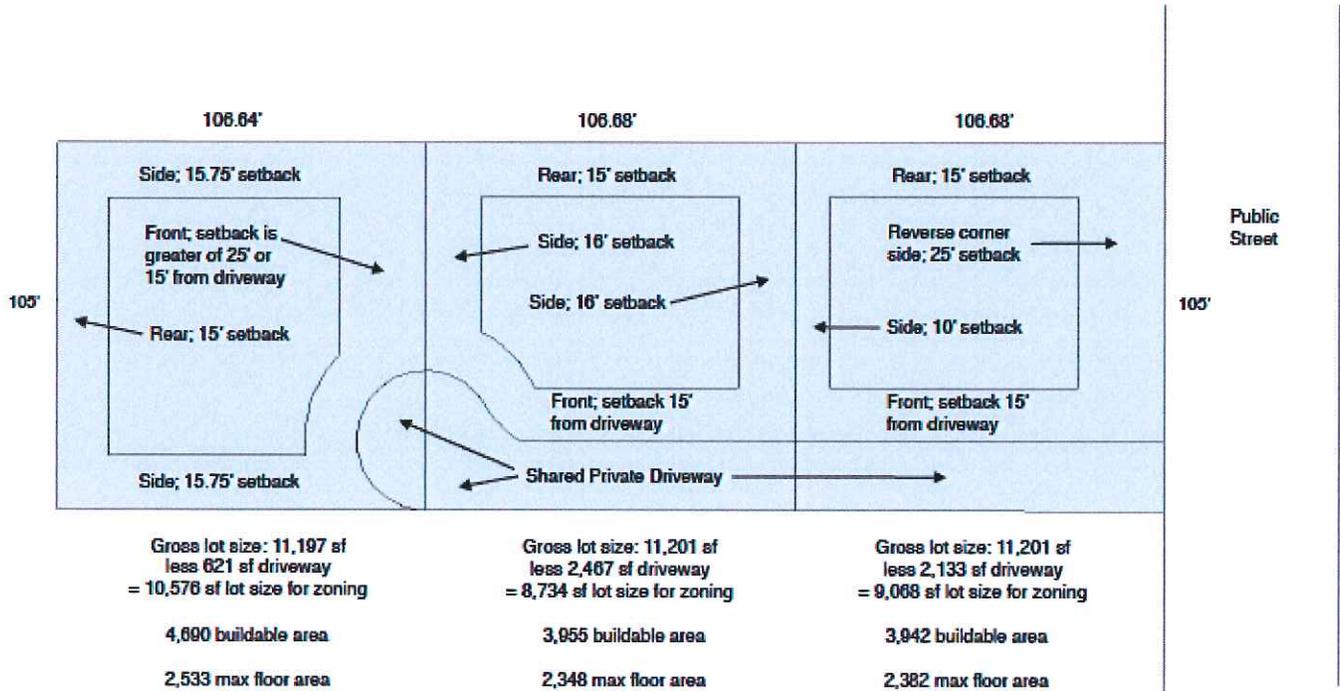
h. All such shared private driveways shall be made subject to maintenance agreements, which shall be approved by the city and shall be recorded as to all properties having a maintenance responsibility therefor; and

i. The City shall not be responsible for the maintenance of any shared private driveways.

The front of lots created by subdivisions using a shared private driveway in accordance with subsection (C) 2 above shall face the shared public driveway and the lot with frontage on a public street (or private street created in accordance with Section 16.32.030 of this code) shall be considered a reverse corner lot; provided however, that the front yard setback for such lots shall be at least 15 feet from the edge of the shared public driveway, and for purposes of applying standards for walls and fences along the secondary street frontage, the same shall be treated as a primary front yard. Lot orientation and setbacks are illustrated on Diagram G.

DIAGRAM G

Example of Shared Private Driveway Subdivision on 320' X 105' Lot

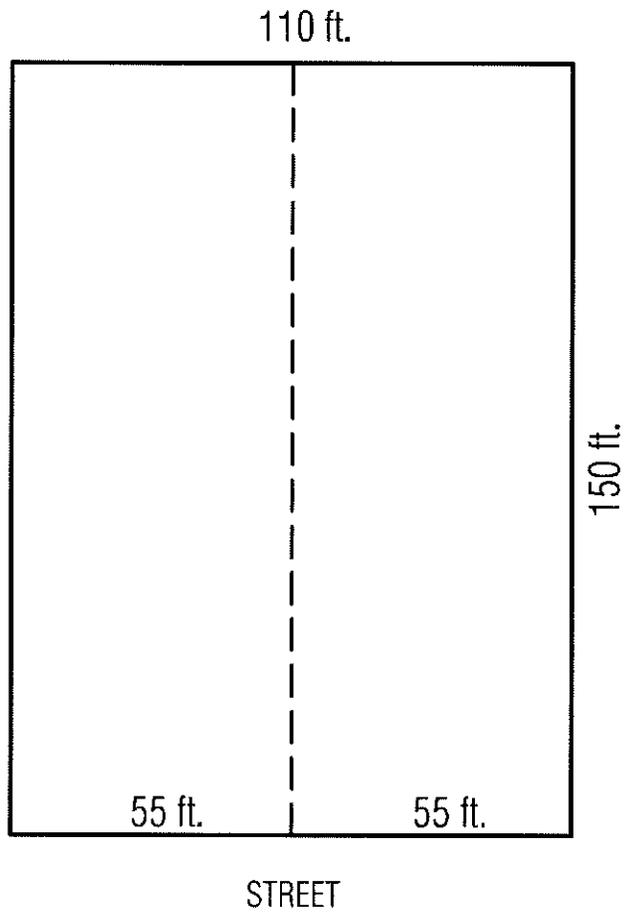


By way of illustration and not limitation of the foregoing, flag lot configurations and exclusive access easements for access to landlocked properties are prohibited in the R-1 Zone for newly created lots and for newly configured lots resulting from lot line adjustments. Additionally, Diagram H is provided with examples of permissible and prohibited lot configurations.

DIAGRAM H

Lot Split Example Diagram

NOT PERMITTED

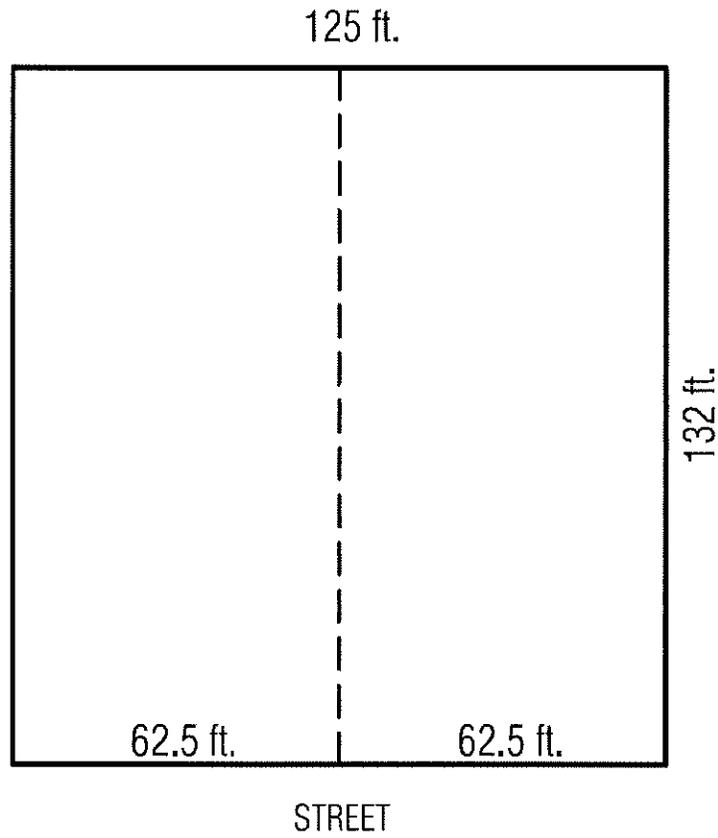


In R1-7 zone; Existing lot 110 ft. by 150 ft.

Lot split not allowed because each lot of less than 9000 square feet must have at least 60 foot wide frontage on the street. Each of these lots would have only 55 foot frontage.

Lot Split Example Diagram

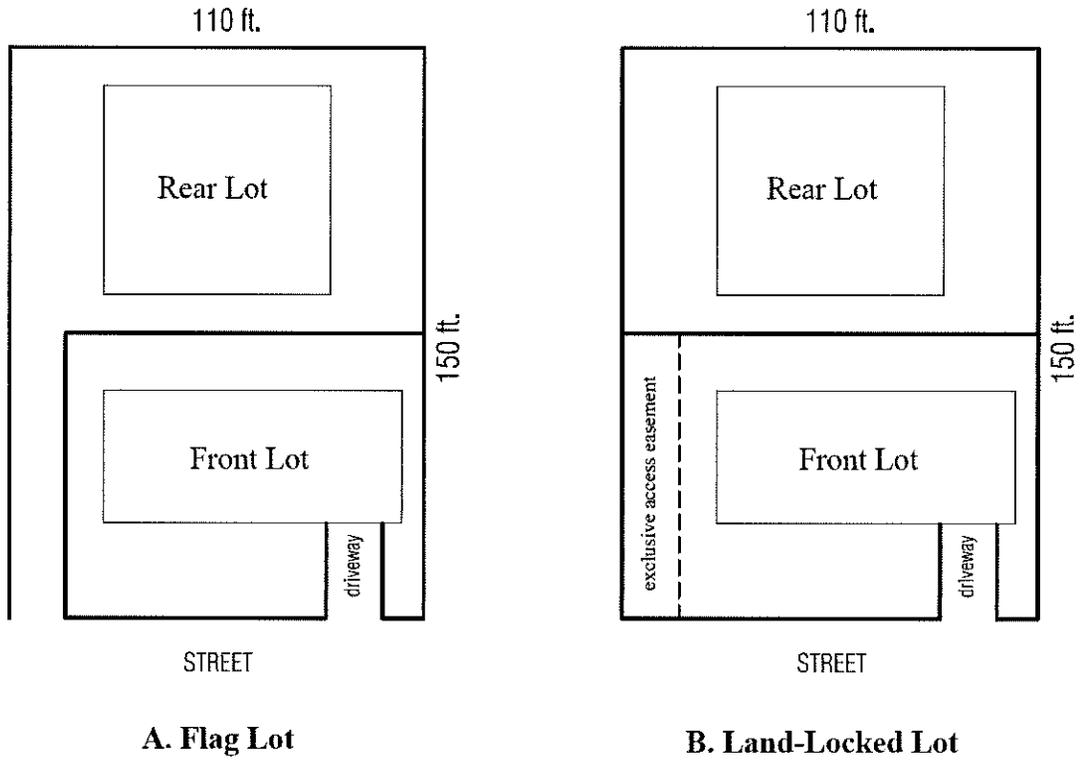
ALLOWABLE



In R1-7 zone; Existing lot 125 ft. by 132 ft.
Lot split permitted because each lot of less than 9000 square feet has at least 60 foot frontage on street. Each lot would have 62.5 foot frontage on street.

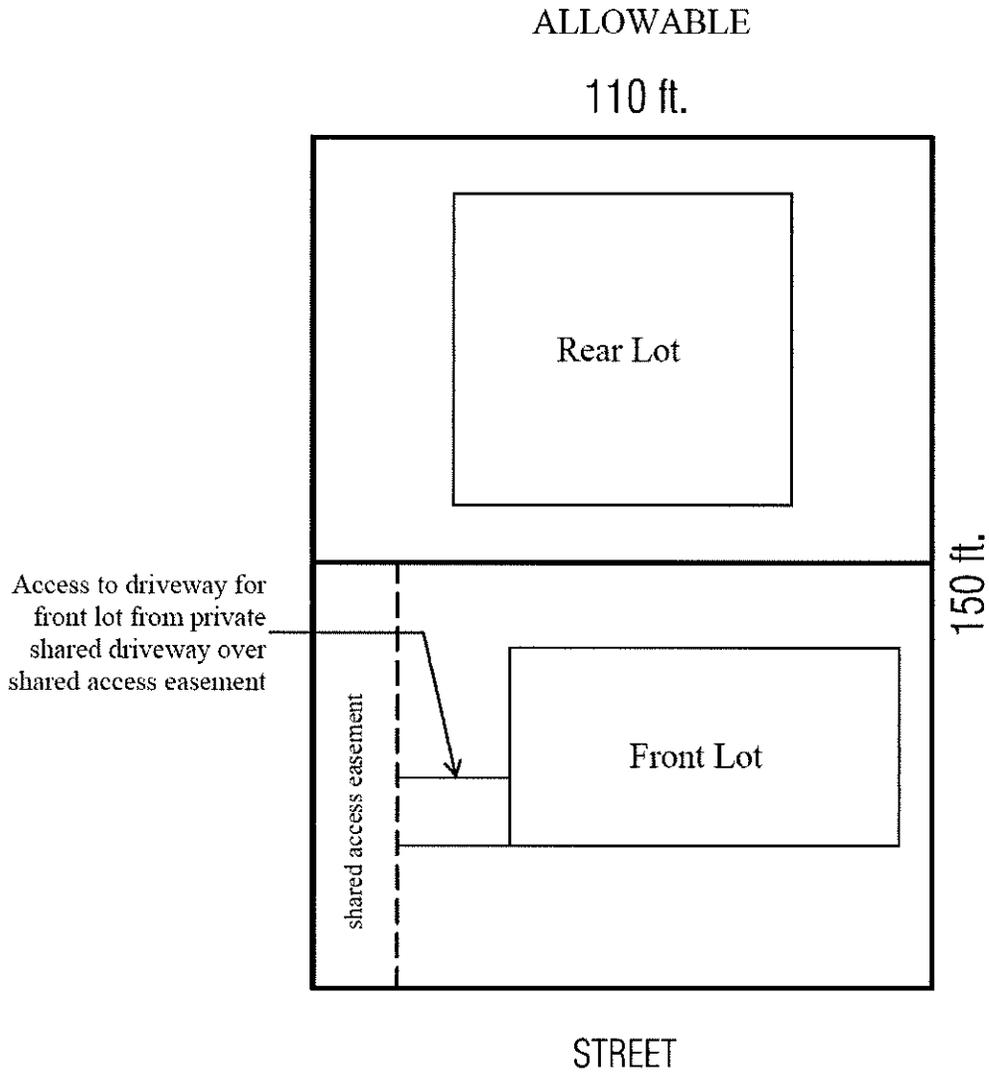
Lot Split Example Diagram

NOT PERMITTED



Lot split not permitted because rear lot is a: A) flag lot configuration or B) has exclusive access easement to land locked property. Two residences with separate driveways not permitted.

Lot Split Example Diagram



Private shared driveway of required width with appropriate fire access operates as very short shared street with public access.

SECTION 5. A new Section 17.20.110 entitled “Minor Lot Line Adjustments” is added herein to Chapter 17.20 (“R-1 One Family Residential”) of Title 17 (“Zoning”) to read as follows:

17.20.110 – Minor lot line adjustments

Notwithstanding Section 17.20.100, a lot line adjustment may be approved by the director of Planning and Community Preservation through a minor conditional use permit process in accordance with Section 17.60.055, provided that for each affected lot none of the (i) width at setback, (ii) average lot width, or (iii) street frontage are altered by more than 10 percent.

SECTION 6. Section 17.20.125 (“Allowable gross floor area”) of Chapter 17.20 (“R-1 One Family Residential Zone”) of Title 17 (“Zoning”) is hereby amended to read as follows:

17.20.125 - Allowable gross floor area.

A. For lots created or reconfigured by lot line adjustment or otherwise after October 27, 2016, allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| Lot Area (square feet—SF) | Allowable Gross Floor Area (SF)* |
|---------------------------|--|
| Under 7,500 sf | 30% of lot area |
| Over 7,500 | 2,225 sf + 10% of lot area over 7,500 sf |

B. For all other lots, allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| Lot Area (square feet—SF) | Allowable Gross Floor Area (SF)* |
|---------------------------|---|
| Under 7,500 sf | 35% of lot area |
| 7,500—11,000 sf | 2,625 sf + 25% of lot area over 7,500 sf |
| 11,000—30,000 sf | 3,500 sf + 12% of area over 11,000 sf |
| Over 30,000 sf | 5,780 sf + 10% of area over 30,000 sf plus 5% of area over 30,000 sf for detached accessory buildings, such as a permitted second unit, |

| | |
|--|---------------------------------|
| | guest house or detached garage. |
|--|---------------------------------|

*For smaller lots where the maximum building floor area allows less than one thousand square feet, a maximum one thousand square feet is permissible if all other zoning standards can be met.

C. The calculation of allowable gross floor area shall include all areas that are considered gross floor area under Section 17.20.015 of this title.

SECTION 7. CEQA Finding. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment, because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts. The adoption of this ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

SECTION 8. Effective Date. This Ordinance is adopted by the City Council and shall take effect 30 days after approval by the City Council. This Ordinance and the City Clerk's certification, together with proof of publication, shall be entered in the Book of Ordinances of the City Council.

SECTION 9. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Sierra Madre at the regular meeting of this 13th day of September, 2016

Gene Goss, Mayor

ATTEST:

Melinda Carrillo, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SIERRA MADRE)

I, _____, City Clerk of the City of Sierra Madre, hereby certify that the foregoing Urgency Ordinance No.1378 was approved and adopted by said Council at its regular meeting held on the 13th day of September 2016 by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

EXHIBIT 2

CITY COUNCIL ORDINANCE 1379 REDLINE VERSION

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA AMENDING TITLE 17 ("ZONING") OF THE SIERRA MADRE MUNICIPAL CODE BY AMENDING CHAPTER 17.08 ("DEFINITIONS") SECTION 17.08.020 ("WORDS, TERMS, PHRASES DEFINED"), CHAPTER 17.20 ("R-1 ONE FAMILY RESIDENTIAL"), SECTION 17.20.100 ("NEWLY CREATED LOTS – REAR LINE WIDTH"), SECTION 17.20.110 ("NEWLY CREATED LOTS - MINIMUM AVERAGE WIDTH"), SECTION 17.20.115 ("FLAG LOTS AND EXCLUSIVE ACCESS EASEMENTS – PROHIBITED"), AND SECTION 17.20.125 ("ALLOWABLE GROSS FLOOR AREA").

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Section 17.08.020 ("Words, terms, phrases defined") of Chapter 17.08 ("Definitions") of Title 17 ("Zoning") is hereby amended to read as follows:

"Lot area" means the total horizontal area within the boundary lines of a lot or parcel; provided, however, that the following shall be excluded from the computation thereof:

1. Any portion of said lot or parcel which serves as an access easement to any ~~other~~ lot or building site; or
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

For the purpose of determining area in the case of an irregular, triangular or gore-shaped lot, a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the line representing the lot depth of such lot shall be used as the rear lot line.

SECTION 2. Section 17.20.100 ("Newly created lots – Rear line width") of Chapter 17.20 ("R-1 One Family Residential Zone") of Title 17 ("Zoning") is hereby amended to read as follows:

17.20.100 - Newly created or reconfigured lots —~~Rear line width. and street frontage.~~

Every lot in the R-1 zone ~~hereafter~~ created or reconfigured by lot line adjustment or otherwise, after October 2016 shall have ~~a~~:

A. A width at the rear line of a twenty-five foot front yard setback of not less than the following:

- ~~A.1.~~ Lots required to have a minimum lot area of less than nine thousand square feet: sixty feet;
- ~~B.2.~~ Lots required to have a minimum lot area ~~of between from~~ nine thousand ~~and ten up to but not including eleven~~ thousand ~~nine hundred~~ square feet: seventy feet;
- ~~C.3.~~ Lots required to have a minimum lot area ~~of between from~~ eleven thousand square feet ~~and fourteen up to but not including fifteen~~ thousand ~~nine hundred ninety nine~~ square feet: eighty feet;
- ~~D.4.~~ Lots required to have a minimum area of or in excess of fifteen thousand square feet: ninety feet.

SECTION 3. Section 17.20.110 ("Newly created lots – Minimum average width") of Chapter 17.20 ("R-1 One Family Residential Zone") of Title 17 ("Zoning") is hereby amended as subsection B and C of 17.20.100, as follows:

~~17.20.110 – Newly created lots – Minimum average width.~~

~~Each lot in the R-1 zone hereafter created shall have an~~B. An average width of not less than ten feet less than the required ~~frontage width~~ appertaining to such lot, as set forth in ~~subsection A above.~~

C. ~~Frontage on a public street (or private street created in accordance with Section 17.20.400–16.32.030 of this code) of not less than the required width appertaining to such lot, as set forth in subsection A above, except:~~

SECTION 4. Section 17.20.115 ("Flag lots and exclusive access easements") of Chapter 17.20 ("R-1 One Family Residential Zone") of Title 17 ("Zoning") is hereby amended as subitems 1 and 2 of 17.20.100.C as follows:

~~17.20.115 – Flag-1. For lots at the end of a cul-de-sac; or~~

2. Lots ~~accessed by a shared private driveway (whether shared access easement or jointly-owned roadway lot) when all of the following are met:~~

a. ~~The shared private driveway shall be at least 15 feet wide, or wider if required by fire code, and shall meet all other fire code requirements;~~

b. ~~To the extent feasible and ~~Exclusive Access Easements – Prohibited, compliant and other applicable codes, the shared private driveway shall be construct of permeable materials and/or have a rainwater catchment and detention system;~~~~

pFlag c. ~~The shared private driveway shall be the sole means of vehicular access to the lots it crosses, and no such lot may have a separate driveway;~~

d. Historic resources shall be preserved in accordance with Section 16.04.060 of this code, and to the extent practicable, all other existing primary structures shall be preserved;

e. Public access to the shared driveway shall be maintained at all times, and such driveway shall not be gated or closed in any manner;

f. The lot fronting the public street (or private street created in accordance with Section 16.32.030 of this code) shall have minimum frontage thereon as required above, and each lot shall have minimum frontage on the shared private driveway as required above as if the same were a public street, except for lots at the end of the shared private driveway;

g. The shared private driveway shall be named and a street sign shall be installed where the same intersects a public street;

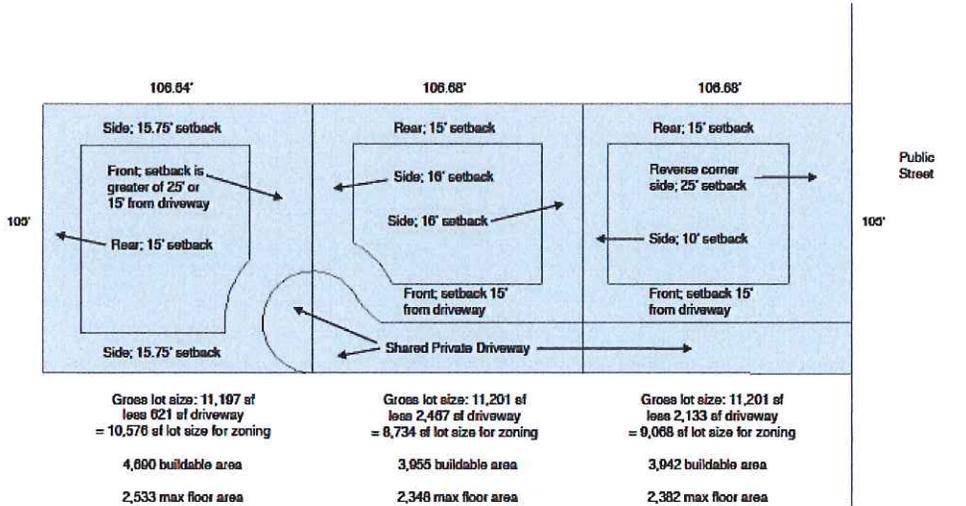
h. All such shared private driveways shall be made subject to maintenance agreements, which shall be approved by the city and shall be recorded as to all properties having a maintenance responsibility therefor; and

i. The city shall not be responsible for the maintenance of any shared private driveways.

The front of lots created by subdivisions using a shared private driveway in accordance with subsection (C) 2 above shall face the shared public driveway and the lot with frontage on a public street (or private street created in accordance with Section 16.32.030 of this code) shall be considered a reverse corner lot; provided however, that the front yard setback for such lots shall be at least 15 feet from the edge of the shared public driveway, and for purposes of applying standards for walls and fences along the secondary street frontage, the same shall be treated as a primary front yard. Lot orientation and setbacks are illustrated on Diagram G.

EXHIBIT G

Example of Shared Private Driveway Subdivision on 320' X 105' Lot

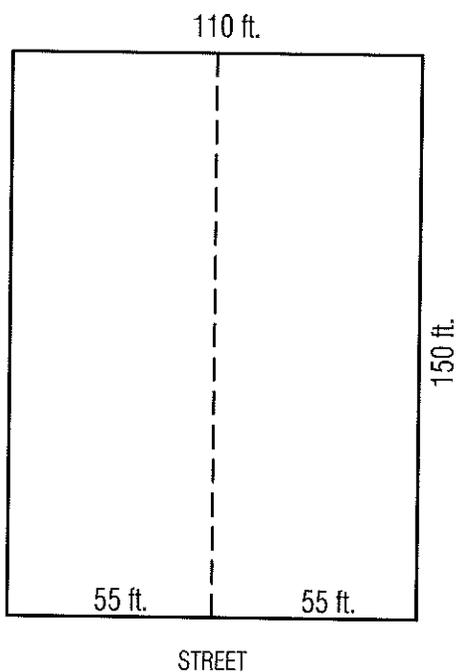


By way of illustration and not limitation of the foregoing, [effective October 2016, flag](#) lot configurations and exclusive access easements for access to a landlocked [propertyproperties](#) are prohibited in the R-1 Zone for newly created lots and for newly configured lots resulting from lot line adjustments. [Additionally, Diagram H is provided with examples of permissible and prohibited lot configurations.](#)

EXHIBIT H

Lot Split Example Diagram

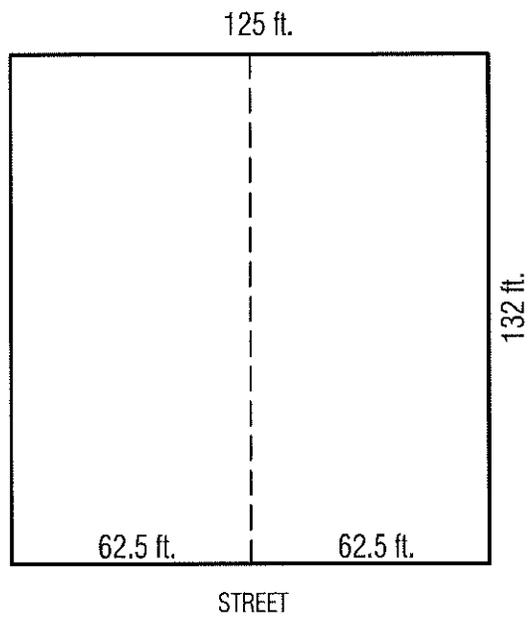
NOT PERMITTED



In R1-7 zone; Existing lot 110 ft. by 150 ft.
Lot split not allowed because each lot of less than 9000 square feet must have at least 60 foot wide frontage on the street. Each of these lots would have only 55 foot frontage.

Lot Split Example Diagram

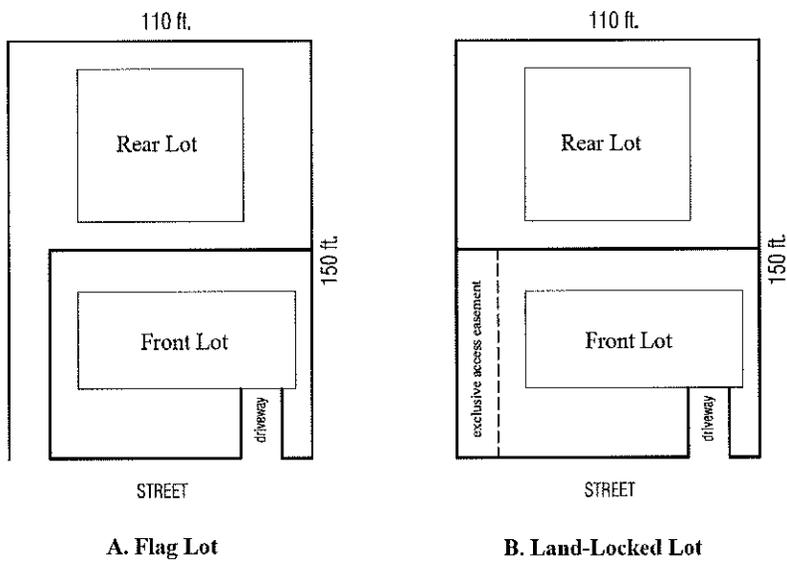
ALLOWABLE



In R1-7 zone: Existing lot 125 ft. by 132 ft.
Lot split permitted because each lot of less than 9000 square feet has at least 60 foot frontage on street. Each lot would have 62.5 foot frontage on street.

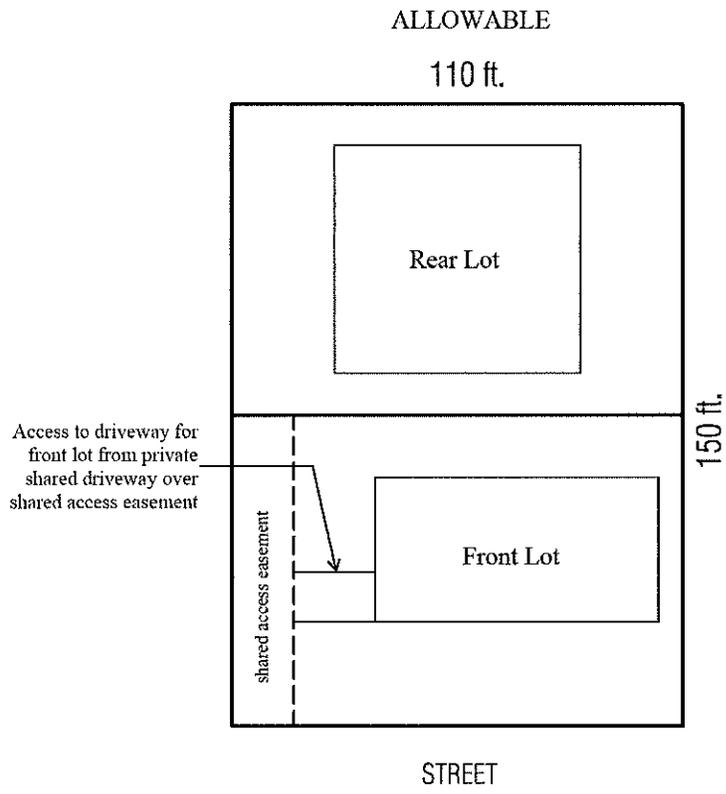
Lot Split Example Diagram

NOT PERMITTED



Lot split not permitted because rear lot is a: A) flag lot configuration or B) has exclusive access easement to land locked property. Two residences with separate driveways not permitted.

Lot Split Example Diagram



Private shared driveway of required width with appropriate fire access operates as very short shared street with public access.

SECTION 5. A new Section 17.20.110 entitled "Minor Lot Line Adjustments" is added herein to Chapter 17.20 ("R-1 One Family Residential") of Title 17 ("Zoning") to read as follows:

17.20.110 – Minor lot line adjustments

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Notwithstanding Section 17.20.100, a lot line adjustment may be approved by the director of Planning and Community Preservation through a minor conditional use permit process in accordance with Section 17.60.055, provided that for each affected lot none of the (i) width at setback, (ii) average lot width, or (iii) street frontage are altered by more than 10 percent.

SECTION 6. Section 17.20.125 ("Allowable gross floor area") of Chapter 17.20 ("R-1 One Family Residential Zone") of Title 17 ("Zoning") is hereby amended to read as follows:

17.20.125 - Allowable gross floor area.

A. AllowableFor lots created or reconfigured by lot line adjustment or otherwise after July 1, 2016***, allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| Lot Area (square feet—SF)* | Allowable Gross Floor Area (SF)** |
|----------------------------|---|
| <u>Under 7,500 sf</u> | <u>30% of lot area</u> |
| <u>Over 7,500</u> | <u>2,225 sf + 10% of lot area over 7,500 sf</u> |

B. For all other lots, allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| <u>Lot Area (square feet—SF)</u> | <u>Allowable Gross Floor Area (SF)*</u> |
|----------------------------------|---|
| Under 7,500 sf | 35% of lot area |
| 7,500—11,000 sf | 2,625 sf + 25% of lot area over 7,500 sf |
| Over 11,000—30,000 sf | 3,500 sf + 12% of area over 11,000 sf |
| Over 30,000 sf | 5,780 sf + 10% of area over 30,000 sf plus 5% of area over 30,000 sf for detached accessory buildings, such as a permitted second unit, guest house or detached garage. |

~~* Flood control easements shall be included in the computation of lot area and access easements shall be excluded from the computation of lot area.~~

*For smaller lots where the maximum building floor area allows less than one thousand square feet, a maximum one thousand square feet is permissible if all other zoning standards can be met.

BC. The calculation of allowable gross floor area shall include all areas that are considered gross floor area under Section 17.20.015 of this title.

SECTION 7. CEQA Finding. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment, because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts. The adoption of this ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

SECTION 8. Effective Date. This Ordinance is adopted by the City Council and shall take effect 30 days after approval by the City Council. This Ordinance and the City Clerk's certification, together with proof of publication, shall be entered in the Book of Ordinances of the City Council.

SECTION 9. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

PASSED, APPROVED AND ADOPTED, this ___ day of _____, 2016

Gene Goss, Mayor

ATTEST:

Melinda Carrillo, City Clerk

I, Melinda Carrillo, City Clerk of the City of Sierra Madre, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Sierra Madre held on the ____ day of _____ 2016, and was adopted at its regular meeting of _____, 2016 by the following vote:

AYES:
NOES
ABSTAIN:
ABSENT:

PC RESOLUTION 16-06

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING APPROVAL OF ORDINANCE 1379 TO AMEND CHAPTERS 17.08 ("DEFINITIONS") AND 17.20 (R-1 ONE-FAMILY RESIDENTIAL ZONE) OF THE SIERRA MADRE MUNICIPAL CODE.

WHEREAS, the R-1 One Family Residential Zoning Ordinance (Chapter 17.20 of the Municipal Code) was adopted to encourage development that preserves the small town character of the community, maintains the existing pattern of development, encourages preservation of historical structures and the appropriate scale and size of new construction and reconstruction that is compatible with the existing neighborhood and surroundings;

WHEREAS, the City is concerned that existing development standards in the R-1 Zoning Ordinance may encourage the demolition of existing homes and their replacement, through the approval of a lot split, with two or more homes that have a higher lot coverage than that which can be achieved on the original larger lot;

WHEREAS, the City Council adopted a General Plan Update in July 2015 that includes Policy L1.7 which requires the development of regulations that discourage lot splits;

WHEREAS, Implementation Measure IM-2 of the General Plan Update requires that the R-1 Ordinance be amended to implement Policy L1.7 which requires the development of new regulations discouraging lots splits;

WHEREAS, the proposed amendments to Chapter 17.20 include the establishment of maximum allowable floor area specific to new lots and lots reconfigured through lot line adjustments, new minor lot line adjustment provisions, new requirements for minimum frontage for lots located at the end of a cul-de-sac and for lots accessed by a shared private driveway, new diagrams illustrating the requirements for lots accessed by a shared driveway and prohibited/permitted lot configurations for lot splits, and elimination of flood control easement areas in the calculation of lot area for purposes of calculating maximum allowable floor area for construction;

WHEREAS, the proposed revision to the definition of "lot area" in the Definitions Ordinance (Chapter 17.08) clarifies that access easements should not be included in the calculation when it provides access to any lot, not just the lot in question as it is currently stated.

WHEREAS, the Planning Commission discussed these revisions at two meetings and wish to recommend to the City Council the subject municipal code text amendment as the proposed changes will help preserve the City's R-1 Zone neighborhoods characterized by single-family dwellings;

WHEREAS, the amendments are generally consistent with the goals, policies, and

objectives of the General Plan in that it would help protect low-density single-family residential uses in the R-1 Zone.

WHEREAS, the Planning Commission has received the report and recommendations of staff;

WHEREAS, the amendment qualifies for an Exemption, pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) as it can be seen with certainty that there is no possibility that the changes would have a significant effect on the environment because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts; and

WHEREAS, notice was duly given of the public hearing on the matter, which public hearing was held before the Planning Commission on July 7, 2016, with all testimony being received being made part of the public record;

NOW THEREFORE, in consideration of the evidence received at the hearing, and for the reasons discussed by the Commissioners at said hearing, the Planning Commission now resolves as follows:

Recommend that the City Council approve the ordinance amending Chapters 17.08 and 17.20 attached hereto as Exhibit 1.

APPROVAL RECOMMENDED, the 7th day of July, 2016, by the following vote:

AYES: 5

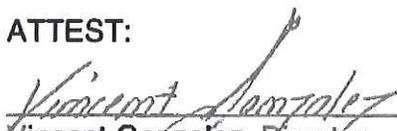
NOES: 0

ABSTAIN: 0

ABSENT: 1


Chair Frierman-Hunt
Planning Commission

ATTEST:



Vincent Gonzalez, Director
Planning and Community Preservation

MEMO

Date: March 3, 2016

To: Sierra Madre Planning Commission

From: Subdivision Subcommittee

Subject: Lot Splits and Shared Driveway Subdivisions

In order to implement the updated General Plan, the Planning Commission recently recommended, and the City Council adopted, revisions to the City's zoning code primarily focusing on developments in the R-1 Zone. At the time, certain issues concerning subdivisions were tabled, and this subcommittee was charged with investigating such issues in detail. Specifically, we were asked to address lot splits and subdivisions employing shared driveways in relation to General Plan Objective L1 ("Continuing the existing pattern of residential housing development.") and Policy L1.7 ("Develop regulations that discourage lot splits, including but not limited to, increasing minimum lot sizes.") See attached Exhibit A for the full text of General Plan Objective L1 and its implementing policies.

As detailed below, we recommend that (i) the issue of lot splits be addressed by adopting a lower maximum FAR for new lots which would discourage lot splits by reducing their financial incentive without altering the town's existing pattern of residential development, and (ii) new standards be adopted for shared driveway subdivisions which would address planning and safety concerns while also continuing the town's existing pattern of residential development.

Lot Splits

On many occasions throughout the General Plan update process the concern was raised that lot splits could potentially alter the character of the town's residential development. The typical scenario of concern was a long-standing home being sold, demolished, and in its place two or three McMansions built. The way in which our existing zoning code calculates allowable floor area incentivizes this because if a lot is split more aggregate square footage can be built on the resulting smaller lots than the previous one large lot.

The solution for this concern proffered during the General Plan update process was simply to increase minimum lot sizes. However, as we concluded in prior Planning Commission discussions, when further analyzed this supposedly simple solution has a number of drawbacks. It would cause almost all existing lots in town to be non-conforming. While this may not be a technical problem, something about it intuitively felt wrong. Additionally, increased lot sizes would not just discourage lot splits, rather they would prohibit them altogether. In the face of development pressures, this would

lead to many more larger houses (aka McMansions) rather than the eclectic mix of house sizes comprising our current development pattern.

At a previous Planning Commission meeting, the City attorney suggested an inventive alternative solution: retain current lots sizes allowing subdivision, but limit allowable floor area to the amount that could have been built prior to subdivision. This would discourage subdivision by reducing its financial incentive, but not act as a complete prohibition. We are concerned, though, that the financial disincentive would be so great that this would function very similar to a prohibition. Why would someone incur the expense, delay and risk of getting a subdivision map approved if they could only build the same amount of floor area? Especially when the maximum sellable square footage would actually be reduced because the subdivision development would have more garage space (which we include in floor area but is generally not included in sellable space).

Additionally, this methodology would add administrative complexity. In order to determine the allowable floor area on an individual lot, it would be necessary to know the amount that was allowable on the master lot prior to subdivision and the amount allocated or constructed on the other subdivided lots.

We next considered using the City attorney's suggestion but slightly increasing the allowed floor area for each new lot created. This would still allow much less floor area than current code but not so much as to effectively bar lot splits. In other words, it would allow similar amounts of sellable space for one large house or multiple smaller houses. However, it still suffers from the added administrative complexity of needing information from other lots to determine the allowed floor area on a given lot.

We then sought a mechanism that would reduce the floor area gain from subdivision to approximate parity when considering sellable space, and that would be as simple to administer as our current floor area rules. We concluded the best way to achieve this was to modify the floor area ratios for new lots. We analyzed numerous permutations and arrived at an FAR limit of 30% of lot area for the first 7,500 square feet of lot area and 10% for additional lot area. See Exhibit B for the code revisions to Section 17.20.125 that we propose to implement our recommendation. Here's a bullet point summary:

- New Subsection (A) sets forth the FAR limits for newly created lots and lots reconfigured by lot line adjustment. We will need to adjust the stated effective date based on how quickly these code revisions are reviewed and adopted.
- New Subdivision (B) applies to all existing lots the FAR limits from existing 17.20.125. We made one substantive change to this provision – we deleted a provision that includes flood easements in lot area unlike the general definition of lot area set forth in Section 17.08.020. We surmise that this provision was errantly incorporated from the RC Code along with its provision for minimum floor area. We feel it is inappropriate in the R-1 Code.

To see how our proposal would work we can analyze a sample 20,000 square foot lot. If the lot were not split, the maximum floor area allowed would be 4,580 square feet (less 400 square foot garage yields 4,180 sellable square feet). If the lot were split evenly, two 3,250 square foot houses (or 2,850 not counting garages) could be built under current code. This totals 6,500 square feet, 5,700 of which would be sellable. This represents a gain of 1,920 square feet, or 1,520 square feet of sellable space. Under our proposed FAR rules, the split lots would each accommodate a 2,500 square foot house (2,100 without garage) for a total of 5,000 square feet (or 4,200 sellable). This represents a gain of 420 square feet, or 20 square feet of sellable space. These results are summarized in the chart below.

| | Max Floor Area One Lot | | Max Floor Area Two Lots | | Floor Area Gain from Split | |
|----------|---------------------------|----------|----------------------------|----------|-------------------------------|----------|
| | Gross | Sellable | Gross | Sellable | Gross | Sellable |
| Current | 4,580 | 4,180 | 6,500 | 5,700 | 1,920 | 1,520 |
| Proposed | 4,580 | 4,180 | 5,000 | 4,200 | 420 | 20 |

More detailed calculations for all rule permutations discussed above (i.e., no split, split under existing code, split under City attorney proposal, split under modified City attorney proposal, and split under reduced FAR proposal) for many different lot sizes are shown in the spreadsheets attached as Exhibits C-1 & C-2.

Shared Driveway Subdivisions

We felt the best starting place for analyzing shared driveway subdivisions was to review and inspect those that exist in town. So we walked and/or drove numerous examples, including Grove Lane, Grove Alley, Auburn Lane, 48/50 Rancho Road, Monterey Place, 267 West Montecito Avenue, Oak Meadow Place, Canon Place, Olivera Lane, Monte Vista Lane, Old Oak Lane, Gatewood Lane, Krinke Way, Sierra Keys Drive, driveways off North Sunnyside Avenue (north of Fairview Avenue), and 463-471 Auburn Avenue. We observed that this is a very common development pattern in town with a number of positive attributes, but with some elements that should be avoided in any future subdivisions.

On the positive side, these layouts add to the eclectic housing mix that makes Sierra Madre interesting, they allow access to land distant from public streets, they typically are populated with small to medium-sized houses and they often have a warm feeling of community. We did encounter situations where the driveways were so narrow or winding that we questioned their safety, others where they seemed to shut off the outside world rather than add to the sense of community, and places where the houses seemed to overcrowd the driveways.

At the most basic, we felt that the layouts that intuitively “worked” would best be described as little roads or lanes. These were of appropriate size for safety, were open to public access and were developed with homes in balance with the lane. Some of the best examples are Grove Alley (which intersects and runs west from the 300 block of North Grove Street), Olivera Lane (which intersects and runs north from the 600 block

of East Orange Grove Avenue) and the shared driveway at 463 to 471 North Auburn Avenue (this one is a good recent example of driveway layout but suffers from houses that are too large and close).

Before crafting development standards for shared private driveway subdivisions that would resemble lanes, we first considered whether there are preferable alternatives to continuing this type of development in town. The alternatives to allowing subdivision based on such lanes would be subdivision of lots with sufficient street frontage into long, skinny lots, or for lots without adequate frontage, to simply disallow any subdivision.¹ We find either of these alternatives to be less desirable than shared driveway subdivisions. The larger lots will encourage larger houses. The narrowness and small frontage of these lots will tend to concentrate the bulk of their large houses very near the street and neighbors. Additionally, these larger houses will exacerbate the current development trend toward larger houses, thereby altering our existing pattern of residential housing in contravention of General Plan Objective L1.

Existing Zoning Code Sections 17.20.100, .110 & .115 address subdivision issues in the R-1 Zone. We propose combining and streamlining them, then adding development standards for shared driveway subdivisions as set forth in Exhibit D. Here's a bullet point summary:

- In the first sentence in 17.20.100 we added a provision to ensure that lots reconfigured by lot line adjustment would be covered in addition to newly created lots.
- The width-at-setback requirements from old 17.20.100 are renumbered as Subsection A.
- The average width requirements from old 17.20.110 are renumbered as Subsection B.
- The prohibition on flag lots and exclusive easements from old 17.20.115 is subsumed into new Subdivision C regarding street frontage. Interestingly, our existing Zoning Code doesn't have a street frontage requirement, rather a width-at-setback requirement (old 17.20.100, new 17.20.100(A)). Having an actual street frontage requirement not only prohibits flag lots and exclusive access easements, it bans any other configuration that a loophole exploiter could invent. The only exceptions are as listed.
- Subsection (C)1 allows for reduced frontage for end of cul-de-sac lots. Keep in mind, however, that they still need to meet width-at-setback and average-width requirements, so the potential for abuse is limited.
- Subsection (C)2 allows for shared driveway subdivisions when all development standards are met.
- Standard "a" sets forth minimum driveway width. Fire code generally requires a fire apparatus access road for any structure more than 150 feet from a

¹ Of course subdivision with full-sized public roads is hypothetically an alternative, but there aren't any vacant R-1 zoned parcels large enough to support this.

public street. Such fire roads need to be 20 feet wide. See Exhibit E for pertinent fire code provisions. Functionally, this will kick in for subdivisions with three or more lots.

- We felt there should be some width requirement for where the fire code wouldn't apply (i.e., two-lot subdivisions). We didn't find any existing minimum driveway requirement in the R-1 code, although Exhibit D to Section 17.68.080(S) regarding minimum backup clearance for rear garages shows a minimum driveway width of 10 feet, and Section 17.20.120(B) provides a maximum width of 12 feet for circular driveways. For comparison, R-3 Code Section 17.28.170(E) sets a minimum driveway width of 10.5 feet for access of up to 12 units, and 18 feet for access to more units.
- Standard "b" requires use of permeable pavement and/or rain catchment systems where allowed by fire code.
- Standard "c" prohibits curb cuts other than the shared private driveway.
- Standard "d" references the existing requirement in Section 16.04.060 to preserve historic resources, and requires preservation of other existing primary structures where practicable. We felt some protection of non-historic houses was in order, but not so much that it would make the whole concept unworkable. We can imagine a scenario where two layouts are feasible, and this standard would allow the City to require the one that preserves the existing house.
- Standard "e" requires public access to be maintained.
- Standard "f" addresses lot frontage issues for lanes similarly to how they are dealt with for lots fronting public streets.
- Standard "g" requires a street sign. Need to confirm this with public works.
- Standards "h" & "i" address maintenance and the City's involvement.
- The next paragraph addresses lot orientation and setbacks. We felt this was a major concern with some existing developments on shared driveways. Starting the 25 foot front setback from the property line allows structures to be within five feet of the driveway. We felt that this is too close, but a full 25 feet too much. Exhibit F is a draft diagram illustrating lot orientation and setbacks.
- The Zoning Code definition of lot area at Section 17.08.020 excludes, "Any portion of said lot or parcel which serves as an access easement to any other lot or building site". There is some ambiguity in this definition as to whether the portion of the shared driveway on the rear lot would be excluded. The diagram at Exhibit F clarifies that it would be excluded. We also propose deleting the word "other" from the quoted clause as shown in full on Exhibit G.
- The final paragraph confirms that flag lots are prohibited under this section. It also provides diagrams that illustrate permissible and prohibited lot configurations. See Exhibit H.

Exhibits

- Exhibit A – General Plan Objective L1
- Exhibit B-1 – Revised § 17.20.125 (Clean)
- Exhibit B-2 – Revised § 17.20.125 (Redlined from Existing)
- Exhibit C-1 – Floor Area Calculations for Subdivisions (example lots)
- Exhibit C-2 – Floor Area Calculations for Subdivisions (Sierra Madre lots)
- Exhibit D-1 – Revised § 17.20.100 (Clean)
- Exhibit D-2 – Revised § 17.20.100 (Redlined from Existing)
- Exhibit E – Section 503 of the California Fire Code
- Exhibit F – Lot Orientation and Setbacks
- Exhibit G – Revised Definition of Lot Area at § 17.08.020 (Redlined from Existing)
- Exhibit H – Lot Configuration Examples

Exhibit A
General Plan Objective L1

General Types and Mix of Land Uses

Objective L1: Continuing the existing patterns of residential housing development.

Policies:

- L1.1 Maintain areas of the City for single-family residences on varying lot sizes through the review and update of appropriate development standards.
- L1.2 Maintain areas of the City for the development of two units per lot through the review and update of appropriate development standards.
- L1.3 Maintain areas of the City for the development of multiple-unit apartment, condominium, and townhouse development through the review and update of appropriate development standards.
- L1.4 Develop regulations for housing which meets the special needs of senior citizens and the disabled.
- L1.5 Encourage preservation, refurbishment, and adaptive reuse of existing housing stock. 🍃
- L1.6 Require that new residential development, substantial remodeling and additions comply with all adopted water conservation measures that reduce and minimize the impact on the City's water supply and its ability to serve its water customers. 🍃
- L1.7 Develop regulations that discourage lot splits, including but not limited to, increasing minimum lot sizes.

Objective L2: Appropriately regulating group living facilities such as assisted living facilities, homes for the aged, dormitories, boarding houses, sororities, fraternities, live-in drug or alcohol rehabilitation facilities, rest homes and convalescent hospitals in designations which allow residential uses.

Exhibit B-1

Revised § 17.20.125 (Clean)

17.20.125 - Allowable gross floor area.

- A. For lots created or reconfigured by lot line adjustment or otherwise after July 1, 2016***, allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| Lot Area (square feet—SF) | Allowable Gross Floor Area (SF)* |
|---------------------------|--|
| Under 7,500 sf | 30% of lot area |
| Over 7,500 | 2,225 sf + 10% of lot area over 7,500 sf |

- B. For all other lots, allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| Lot Area (square feet—SF) | Allowable Gross Floor Area (SF)* |
|---------------------------|---|
| Under 7,500 sf | 35% of lot area |
| 7,500—11,000 sf | 2,625 sf + 25% of lot area over 7,500 sf |
| 11,000—30,000 sf | 3,500 sf + 12% of area over 11,000 sf |
| Over 30,000 sf | 5,780 sf + 10% of area over 30,000 sf plus 5% of area over 30,000 sf for detached accessory buildings, such as a permitted second unit, guest house or detached garage. |

*For smaller lots where the maximum building floor area allows less than one thousand square feet, a maximum one thousand square feet is permissible if all other zoning standards can be met.

- C. The calculation of allowable gross floor area shall include all areas that are considered gross floor area under Section 17.20.015 of this title.

Exhibit B-2

Revised § 17.20.125 (Redlined from Existing)

17.20.125 - Allowable gross floor area.

- A. ~~Allowable~~ For lots created or reconfigured by lot line adjustment or otherwise after July 1, 2016*** allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| Lot Area (square feet—SF)* | Allowable Gross Floor Area (SF)** |
|----------------------------|---|
| <u>Under 7,500 sf</u> | <u>30% of lot area</u> |
| <u>Over 7,500</u> | <u>2,225 sf + 10% of lot area over 7,500 sf</u> |

- B. For all other lots, allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| <u>Lot Area (square feet—SF)</u> | <u>Allowable Gross Floor Area (SF)*</u> |
|----------------------------------|---|
| Under 7,500 sf | 35% of lot area |
| 7,500—11,000 sf | 2,625 sf + 25% of lot area over 7,500 sf |
| Over 11,000—30,000 sf | 3,500 sf + 12% of area over 11,000 sf |
| Over 30,000 sf | 5,780 sf + 10% of area over 30,000 sf plus 5% of area over 30,000 sf for detached accessory buildings, such as a permitted second unit, guest house or detached garage. |

-

~~* Flood control easements shall be included in the computation of lot area and access easements shall be excluded from the computation of lot area.~~

*

*For smaller lots where the maximum building floor area allows less than one thousand square feet, a maximum one thousand square feet is permissible if all other zoning standards can be met.

- BC. The calculation of allowable gross floor area shall include all areas that are considered gross floor area under Section 17.20.015 of this title.

Exhibit C-1

Floor Area Calculations for Subdivisions (example lots)

Max Allowable Floor Area
R-1 7500 min lot size

| Lot Size | As-is aka | Max | Split - Current Code | | | As-is | split | sellable | Split - Staff Proposal | | | As-is | split | sellable | Split - Staff Proposal +500 per new lot | | | As-is | split | sellable | Split - new FAR | | | As-is | split | sellable | |
|----------|-----------|-----|----------------------|------|--------|-------|-------|----------|------------------------|-------|-------|-------|-------|----------|---|-------|-------|-------|-------|----------|-----------------|-------|--------|-------|-------|----------|---------|
| | | | Per Lot | CUP? | Total | | | | Per Lot | CUP? | Total | | | | Per Lot | CUP? | Total | | | | Per Lot | CUP? | Total | | | | Per Lot |
| 15,000 | 3,980 | 2 | 2,925 | | 5,350 | 1,270 | 3,950 | 4,400 | 0 | 1,950 | 3,950 | 0 | 2,550 | 3,150 | -400 | 2,200 | 4,480 | 500 | 3,650 | 3,650 | 100 | 2,250 | 4,500 | 500 | 3,700 | 3,700 | 100 |
| 16,000 | 4,100 | 2 | 2,875 | | 5,500 | 1,400 | 3,700 | 4,700 | 1,000 | 2,050 | 4,100 | 0 | 3,700 | 3,300 | -400 | 2,300 | 4,600 | 500 | 3,700 | 3,600 | 100 | 2,350 | 4,700 | 500 | 3,700 | 3,700 | 100 |
| 17,000 | 4,220 | 2 | 2,875 | | 5,750 | 1,530 | 3,420 | 4,900 | 1,130 | 2,110 | 4,210 | 0 | 3,820 | 3,420 | -400 | 2,390 | 4,720 | 500 | 3,920 | 3,920 | 100 | 2,350 | 4,700 | 460 | 3,800 | 3,800 | 80 |
| 18,000 | 4,340 | 2 | 3,000 | yes | 6,000 | 1,660 | 3,040 | 5,200 | 1,260 | 2,170 | 4,540 | 0 | 3,940 | 3,540 | -400 | 2,420 | 4,840 | 500 | 3,940 | 4,040 | 100 | 2,400 | 4,800 | 460 | 3,940 | 4,000 | 60 |
| 19,000 | 4,460 | 2 | 3,125 | yes | 6,250 | 1,790 | 4,050 | 5,450 | 1,390 | 2,230 | 4,450 | 0 | 4,060 | 3,650 | -400 | 2,480 | 4,950 | 500 | 4,060 | 4,160 | 100 | 2,450 | 4,900 | 440 | 4,060 | 4,100 | 40 |
| 20,000 | 4,580 | 2 | 3,250 | yes | 6,500 | 1,920 | 4,180 | 5,700 | 1,520 | 2,290 | 4,550 | 0 | 4,180 | 3,780 | -400 | 2,540 | 5,050 | 500 | 4,180 | 4,280 | 100 | 2,500 | 5,000 | 420 | 4,180 | 4,200 | 20 |
| 21,000 | 4,700 | 2 | 3,375 | yes | 6,750 | 2,050 | 4,180 | 5,950 | 1,650 | 2,350 | 4,700 | 0 | 4,180 | 3,980 | -200 | 2,600 | 5,200 | 500 | 4,180 | 4,400 | 300 | 2,550 | 5,100 | 400 | 4,180 | 4,300 | 200 |
| 22,000 | 4,820 | 2 | 3,500 | yes | 7,000 | 2,180 | 4,220 | 6,200 | 1,780 | 2,410 | 4,820 | 0 | 4,220 | 4,020 | -200 | 2,660 | 5,320 | 500 | 4,220 | 4,520 | 300 | 2,600 | 5,200 | 380 | 4,220 | 4,400 | 180 |
| 23,000 | 4,940 | 3 | 2,967 | | 8,000 | 3,060 | 4,340 | 6,600 | 2,480 | 1,947 | 4,940 | 0 | 4,340 | 3,740 | -600 | 1,940 | 5,840 | 1,000 | 4,340 | 4,740 | 400 | 2,787 | 6,800 | 1,960 | 4,340 | 4,500 | 1,260 |
| 24,000 | 5,060 | 3 | 2,750 | | 8,250 | 3,190 | 4,460 | 7,000 | 2,590 | 1,887 | 5,060 | 0 | 4,460 | 3,860 | -600 | 2,000 | 6,060 | 1,000 | 4,460 | 4,860 | 400 | 2,800 | 6,900 | 1,840 | 4,460 | 4,700 | 1,260 |
| 25,000 | 5,180 | 3 | 2,833 | | 8,500 | 3,320 | 4,580 | 7,500 | 2,720 | 1,727 | 5,180 | 0 | 4,580 | 3,980 | -600 | 2,060 | 6,180 | 1,000 | 4,580 | 4,980 | 400 | 2,833 | 7,000 | 1,820 | 4,580 | 5,000 | 1,260 |
| 26,000 | 5,300 | 3 | 2,917 | | 8,750 | 3,450 | 4,700 | 7,950 | 2,850 | 1,767 | 5,300 | 0 | 4,700 | 4,100 | -600 | 2,100 | 6,300 | 1,000 | 4,700 | 5,100 | 400 | 2,867 | 7,100 | 1,800 | 4,700 | 5,000 | 1,260 |
| 27,000 | 5,420 | 3 | 3,000 | yes | 9,000 | 3,580 | 4,820 | 8,500 | 2,980 | 1,807 | 5,420 | 0 | 4,820 | 4,220 | -600 | 2,140 | 6,420 | 1,000 | 4,820 | 5,220 | 400 | 2,890 | 7,200 | 1,780 | 4,820 | 5,000 | 1,180 |
| 28,000 | 5,540 | 3 | 3,083 | yes | 9,250 | 3,710 | 4,940 | 8,950 | 3,110 | 1,847 | 5,540 | 0 | 4,940 | 4,340 | -600 | 2,180 | 6,540 | 1,000 | 4,940 | 5,340 | 400 | 2,933 | 7,300 | 1,760 | 4,940 | 5,000 | 1,160 |
| 29,000 | 5,660 | 3 | 3,167 | yes | 9,500 | 3,840 | 5,060 | 9,500 | 3,240 | 1,887 | 5,660 | 0 | 5,060 | 4,460 | -600 | 2,220 | 6,660 | 1,000 | 5,060 | 5,460 | 400 | 2,967 | 7,400 | 1,740 | 4,940 | 5,000 | 1,140 |
| 30,000 | 5,780 | 4 | 2,625 | | 10,500 | 4,720 | 5,180 | 9,900 | 3,720 | 1,445 | 5,780 | 0 | 5,180 | 4,180 | -1,000 | 1,220 | 7,280 | 1,500 | 5,180 | 6,680 | 500 | 2,750 | 8,000 | 3,220 | 5,180 | 7,400 | 2,220 |
| 31,000 | 5,900 | 4 | 2,883 | | 10,750 | 4,850 | 5,300 | 9,950 | 3,820 | 1,483 | 5,900 | 0 | 5,300 | 4,300 | -1,000 | 1,258 | 7,400 | 1,500 | 5,300 | 6,820 | 500 | 2,775 | 8,100 | 3,170 | 5,300 | 7,500 | 2,170 |
| 32,000 | 6,020 | 4 | 2,750 | | 11,000 | 4,920 | 5,480 | 9,400 | 3,920 | 1,520 | 6,020 | 0 | 5,480 | 4,480 | -1,000 | 1,295 | 7,580 | 1,500 | 5,480 | 6,950 | 500 | 2,790 | 8,200 | 3,120 | 5,480 | 7,600 | 2,120 |
| 33,000 | 6,220 | 4 | 2,813 | | 11,250 | 5,020 | 5,600 | 9,950 | 4,020 | 1,558 | 6,220 | 0 | 5,600 | 4,600 | -1,000 | 1,333 | 7,730 | 1,500 | 5,600 | 7,150 | 500 | 2,833 | 8,300 | 3,070 | 5,600 | 7,700 | 2,070 |
| 34,000 | 6,340 | 4 | 2,875 | | 11,500 | 5,120 | 5,780 | 9,900 | 4,120 | 1,595 | 6,340 | 0 | 5,780 | 4,780 | -1,000 | 1,370 | 7,880 | 1,500 | 5,780 | 7,300 | 500 | 2,875 | 8,400 | 3,020 | 5,780 | 7,800 | 2,020 |
| 35,000 | 6,540 | 4 | 2,938 | | 11,750 | 5,220 | 5,930 | 10,150 | 4,220 | 1,633 | 6,540 | 0 | 5,930 | 4,930 | -1,000 | 2,009 | 8,030 | 1,500 | 5,930 | 7,450 | 500 | 2,918 | 8,500 | 2,970 | 5,930 | 7,900 | 1,970 |
| 36,000 | 6,640 | 4 | 3,000 | yes | 12,000 | 5,320 | 6,080 | 10,400 | 4,320 | 1,670 | 6,640 | 0 | 6,080 | 5,030 | -1,000 | 2,045 | 8,180 | 1,500 | 6,080 | 7,600 | 500 | 2,950 | 8,600 | 2,920 | 6,080 | 8,000 | 1,920 |
| 37,000 | 6,830 | 4 | 3,063 | yes | 12,250 | 5,420 | 6,230 | 10,650 | 4,420 | 1,708 | 6,830 | 0 | 6,230 | 5,220 | -1,000 | 2,083 | 8,330 | 1,500 | 6,230 | 7,750 | 500 | 2,985 | 8,700 | 2,870 | 6,230 | 8,100 | 1,870 |
| 38,000 | 6,960 | 5 | 2,950 | | 13,250 | 6,270 | 6,380 | 11,250 | 4,670 | 1,399 | 6,960 | 0 | 6,380 | 4,980 | -1,400 | 1,796 | 8,880 | 2,000 | 6,380 | 8,050 | 800 | 2,780 | 11,300 | 4,320 | 6,380 | 8,300 | 2,920 |
| 39,000 | 7,130 | 5 | 2,700 | | 13,500 | 6,370 | 6,520 | 11,500 | 4,770 | 1,435 | 7,130 | 0 | 6,520 | 5,150 | -1,400 | 1,835 | 9,130 | 2,000 | 6,520 | 7,150 | 600 | 2,790 | 11,400 | 4,270 | 6,520 | 8,400 | 2,870 |
| 40,000 | 7,280 | 5 | 2,750 | | 13,750 | 6,470 | 6,680 | 11,750 | 5,070 | 1,459 | 7,280 | 0 | 6,680 | 5,280 | -1,400 | 1,859 | 9,280 | 2,000 | 6,680 | 7,300 | 800 | 2,790 | 11,500 | 4,220 | 6,680 | 8,500 | 2,820 |
| 41,000 | 7,430 | 5 | 2,800 | | 14,000 | 6,570 | 6,830 | 12,000 | 5,170 | 1,465 | 7,430 | 0 | 6,830 | 5,430 | -1,400 | 1,865 | 9,430 | 2,000 | 6,830 | 7,450 | 800 | 2,820 | 11,600 | 4,170 | 6,830 | 8,600 | 2,770 |
| 42,000 | 7,580 | 5 | 2,850 | | 14,250 | 6,670 | 6,980 | 12,250 | 5,270 | 1,466 | 7,580 | 0 | 6,980 | 5,630 | -1,400 | 1,816 | 9,580 | 2,000 | 6,980 | 7,600 | 800 | 2,840 | 11,700 | 4,120 | 6,980 | 8,700 | 2,720 |
| 43,000 | 7,730 | 5 | 2,900 | | 14,500 | 6,770 | 7,130 | 12,500 | 5,370 | 1,465 | 7,730 | 0 | 7,130 | 5,730 | -1,400 | 1,845 | 9,730 | 2,000 | 7,130 | 7,750 | 800 | 2,860 | 11,800 | 4,070 | 7,130 | 8,800 | 2,670 |
| 43,560 | 7,814 | 5 | 2,928 | | 14,640 | 6,876 | 7,214 | 12,640 | 5,428 | 1,583 | 7,814 | 0 | 7,214 | 5,814 | -1,400 | 1,963 | 9,814 | 2,000 | 7,214 | 7,814 | 600 | 2,971 | 11,856 | 4,042 | 7,214 | 8,956 | 2,642 |

Exhibit C-2

**Floor Area Calculations for Subdivisions
(Sierra Madre lots)**

Exhibit D-1

Revised Excerpts from § 17.20.100 (Clean)

17.20.100 - Newly created lots—width and street frontage.

Every lot in the R-1 zone hereafter created or reconfigured by lot line adjustment or otherwise, shall have:

- A. A width at the rear line of a twenty-five foot front yard setback of not less than the following:
 - 1. Lots required to have a minimum lot area of less than nine thousand square feet: sixty feet;
 - 2. Lots required to have a minimum lot area from nine thousand up to but not including eleven thousand square feet: seventy feet;
 - 3. Lots required to have a minimum lot area from eleven thousand square feet up to but not including fifteen thousand square feet: eighty feet;
 - 4. Lots required to have a minimum area of or in excess of fifteen thousand square feet: ninety feet.

B. An average width of not less than ten feet less than the required width appertaining to such lot, as set forth in subsection A above.

C. Frontage on a public street (or private street created in accordance with Section 16.32.030 of this code) of not less than the required width appertaining to such lot, as set forth in subsection A above, except:

- 1. For lots at the end of a cul-de-sac; or
- 2. Lots accessed by a shared private driveway (whether shared access easement or jointly-owned roadway lot) when all of the following are met:
 - a. The shared private driveway shall be at least ***__*** feet wide, or wider if required by fire code, and shall meet all other fire code requirements;
 - b. To the extent feasible and compliant with fire and other applicable codes, the shared private driveway shall be constructed of permeable materials and/or have a rainwater catchment and detention system;
 - c. The shared private driveway shall be the sole means of vehicular access to the lots it crosses, and no such lot may have a separate driveway;
 - d. Historic resources shall be preserved in accordance with Section 16.04.060 of this code, and to the extent practicable, all other existing primary structures shall be preserved;
 - e. Public access to the shared driveway be maintained at all times, and such driveway shall not be gated or closed in any manner;
 - f. The lot fronting the public street (or private street created in accordance with Section 16.32.030 of this code) shall have minimum frontage thereon as required above, and each lot shall have minimum frontage on the shared private driveway as required above as if the same were a public street, except for lots at the end of the shared private driveway;
 - g. [***check with public works***] The shared private driveway shall be named and a street sign shall be installed where the same intersects a public street;
 - h. All such shared private driveways shall be made subject to maintenance agreements, which shall be approved by the city and shall be recorded as to all properties having a maintenance responsibility therefor; and
 - i. The city shall not be responsible for the maintenance of any shared private driveways.

The front of lots created by subdivisions using a shared private driveway in accordance with subsection (C) 2 above shall face the shared public driveway and the lot with frontage on a public street (or private street created in accordance with Section 16.32.030 of this code) shall be considered a reverse corner lot;

provided however, that the front yard setback for such lots shall be at least 15 feet from the edge of the shared public driveway. Lot orientation and setbacks are illustrated on Diagram *** __***.

By way of illustration and not limitation of the foregoing, flag lot configurations and exclusive access easements for access to landlocked properties are prohibited in the R-1 Zone for newly created lots and for newly configured lots resulting from lot line adjustments. Additionally, Diagrams *** __*** through *** __*** are provided as examples of permissible and prohibited lot configurations.

Exhibit D-2

Revised Excerpts from § 17.20.100 (Redlined from Existing)

17.20.100 - Newly created lots—~~Rear line width and street frontage.~~

Every lot in the R-1 zone hereafter created or reconfigured by lot line adjustment or otherwise, shall have ~~a~~:

A. A width at the rear line of a twenty-five foot front yard setback of not less than the following:

- A-1. Lots required to have a minimum lot area of less than nine thousand square feet: sixty feet;
- B2. Lots required to have a minimum lot area ~~of between from~~ nine thousand ~~and ten~~ up to but not including eleven thousand ~~nine hundred~~ square feet: seventy feet;
- C3. Lots required to have a minimum lot area ~~of between from~~ eleven thousand square feet ~~and fourteen~~ up to but not including fifteen thousand ~~nine hundred ninety nine~~ square feet: eighty feet;
- D4. Lots required to have a minimum area of or in excess of fifteen thousand square feet: ninety feet.

~~17.20.110—Newly created lots—Minimum average width.~~

~~Each lot in the R-1 zone hereafter created shall have an~~ B. An average width of not less than ten feet less than the required ~~frontage width~~ appertaining to such lot, as set forth in subsection A above.

C. Frontage on a public street (or private street created in accordance with Section 17.20.100, 16.32.030 of this code) of not less than the required width appertaining to such lot, as set forth in subsection A above, except:

~~17.20.115—Flag-1.~~ 1. For lots at the end of a cul-de-sac; or

2. Lots accessed by a shared private driveway (whether shared access easement or jointly-owned roadway lot) when all of the following are met:

- a. The shared private driveway shall be at least *** ** feet wide, or wider if required by fire code, and shall meet all other fire code requirements;
- b. To the extent feasible and ~~Exclusive Access Easements—Prohibited.~~ compliant with fire and other applicable codes, the shared private driveway shall be constructed of permeable materials and/or have a rainwater catchment and detention system;

~~Flag~~ c. The shared private driveway shall be the sole means of vehicular access to the lots it crosses, and no such lot may have a separate driveway;

d. Historic resources shall be preserved in accordance with Section 16.04.060 of this code, and to the extent practicable, all other existing primary structures shall be preserved;

e. Public access to the shared driveway be maintained at all times, and such driveway shall not be gated or closed in any manner;

f. The lot fronting the public street (or private street created in accordance with Section 16.32.030 of this code) shall have minimum frontage thereon as required above, and each lot shall have minimum frontage on the shared private driveway as required above as if the same where a public street, except for lots at the end of the shared private driveway;

g. [***check with public works***] The shared private driveway shall be named and a street sign shall be installed where the same intersects a public street;

h. All such shared private driveways shall be made subject to maintenance agreements, which shall be approved by the city and shall be recorded as to all properties having a maintenance responsibility therefor; and

i. The city shall not be responsible for the maintenance of any shared private driveways.

The front of lots created by subdivisions using a shared private driveway in accordance with subsection (C) 2 above shall face the shared public driveway and the lot with frontage on a public street (or private street created in accordance with Section 16.32.030 of this code) shall be considered a reverse corner lot; provided however, that the front yard setback for such lots shall be at least 15 feet from the edge of the shared public driveway. Lot orientation and setbacks are illustrated on Diagram *** **.

By way of illustration and not limitation of the foregoing, flag lot configurations and exclusive access easements for access to a-landlocked ~~property~~properties are prohibited in the R-1 Zone for newly created lots and for newly configured lots resulting from lot line adjustments. Additionally, Diagrams *** ** through *** ** are provided as examples of permissible and prohibited lot configurations.

Exhibit E

Section 503 of the California Fire Code

RESERVED FEATURES

- FIRE COMMAND CENTER.
- FIRE DEPARTMENT MASTER KEY.
- FIRE LANE.
- KEY BOX.
- TRAFFIC CALMING DEVICES.

**SECTION 503
FIRE APPARATUS ACCESS ROADS**

503.1 Where required, fire apparatus access roads shall be provided and maintained in accordance with Section 503.1.1 through 503.1.3.

503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portion of the facility and all portion of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exception: The fire code official is authorized to increase the dimension of 150 feet (45 720 mm) when:

1. The building is equipped throughout with an approved automatic fire protection system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.
2. Fire apparatus access road cannot be installed because of location on property, topography, waterways, nonnegotiable grade or other similar condition, and an approved alternative means of fire protection is provided.
3. The rear not more than two Group R-3 or Group U occupancy.

503.1.2 Additional access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic condition or other factors that could limit access.

503.1.3 High-piled storage. Fire department vehicle access to building used for high-piled combustible storage shall comply with the applicable provision of Chapter 32.

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Section 503.2.1 through 503.2.8.

[California Code of Regulations, Title 19 Division 1, §3.05(a):] Fire Department Access and Egress. (Roads)

(a) Road. Required access roads from every building to a public street shall be all-weather hard-surfaced (suitable for use by fire apparatus) right-of-way not less than 20 feet in width. Such right-of-way shall be unobstructed and maintained only as access to the public street.

Exception: The enforcing agency may waive or modify this requirement if in his opinion such all-weather

hard-surfaced condition is not necessary in the interest of public safety and welfare.

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), excluding shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

503.2.2 Authority. The fire code official shall have the authority to require an increase in the minimum access road width where they are inadequate for fire or rescue operation.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed load of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridge and elevated surfaces shall be designed for a live load sufficient to carry the imposed load of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surface designed for emergency vehicle use are adjacent to surface which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus.

503.2.8 Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus.

503.3 Marking. Where required by the fire code official, approved signs or other approved notice or marking that include the words NO PARKING-FIRE-LANE shall be provided for fire apparatus access roads to identify such roads. Obstruction of the view thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times.

503.4.1. Traffic calming devices. Traffic calming devices shall be prohibited unless approved by the fire code official.

503.5 Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other accessways, not including public streets, or highways. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

503.5.1 Secured gates and barricades. When required, gates and barricades shall be secured in an approved manner. Roads, trails and other accessways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the owner and the fire code official.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

503.5.2 *Fences and Gates. School grounds may be fenced and gates therein may be equipped with locks, provided that safe dispersal areas based on 3 square feet (0.28 m²) per occupant are located between the school and the fence. Such required safe dispersal areas shall not be located less than 50 feet (15 240 mm) from school buildings.*

Every public and private school shall conform with Section 32020 of the Education Code which states:

The governing board of every public school district, and the governing authority of every private school, which maintains any building used for the instruction or housing of school pupils on land entirely enclosed (except for building walls) by fences or walls, shall, through cooperation with the local law enforcement and fire-protection agencies having jurisdiction of the area, make provision for the erection of gates in such fences or walls. The gates shall be of sufficient size to permit the entrance of the ambulances, police equipment and fire-fighting apparatus used by the law enforcement and fire-protection agencies. There shall be no less than one such access gate and there shall be as many such gates as needed to assure access to all major buildings and ground areas. If such gates are to be equipped with locks, the locking devices shall be designed to permit ready entrance by the use of the chain or bolt-cutting devices with which the local law enforcement and fire-protection agencies may be equipped.

503.6 Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for auto-

matic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

SECTION 504

ACCESS TO BUILDING OPENINGS AND ROOFS

504.1 Required access. Exterior doors and openings required by this code or the *California Building Code* shall be maintained readily accessible for emergency access by the fire department. An approved access walkway leading from fire apparatus access roads to exterior openings shall be provided when required by the fire code official.

504.2 Maintenance of exterior doors and openings. Exterior doors and their function shall not be eliminated without prior approval. Exterior doors that have been rendered non-functional and that retain a functional door exterior appearance shall have a sign affixed to the exterior side of the door with the words THIS DOOR BLOCKED. The sign shall consist of letters having a principal stroke of not less than $\frac{3}{4}$ inch (19.1 mm) wide and at least 6 inches (152 mm) high on a contrasting background. Required fire department access doors shall not be obstructed or eliminated. Exit and exit access doors shall comply with Chapter 10. Access doors for high-piled combustible storage shall comply with Section 3206.6.1.

504.3 Stairway access to roof. New buildings four or more stories above grade plane, except those with a roof slope greater than four units vertical in 12 units horizontal (33.3-percent slope), shall be provided with a stairway to the roof. Stairway access to the roof shall be in accordance with Section 1009.13. Such stairway shall be marked at street and floor levels with a sign indicating that the stairway continues to the roof. Where roofs are used for roof gardens or for other purposes, stairways shall be provided as required for such occupancy classification.

504.4 *Roof access. No person shall install or maintain any security barrier such as barbed wire fencing, razor wire fencing, chain link fencing, or any other fencing material, cable, aerial, antenna, or other obstruction on the roof of any commercial establishment in such a manner as to obstruct or render egress or access hazardous in the event of fire or other emergency.*

Exception: Guy wire, rods and aerial antenna masts may be attached to a roof structure having a slope of less than 30 degrees provided there is full clearance of 7 feet or more between the roof and said obstruction. Guy wire or rods required to support aerial or antenna masts may be attached to a roof structure a lateral distance from the mast not in excess of one-sixth the height of the mast.

SECTION 505

PREMISES IDENTIFICATION

505.1 Address identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their back-

Exhibit F

Lot Orientation and Setbacks

Example of Shared Private Driveway Subdivision on 320' X 105' Lot

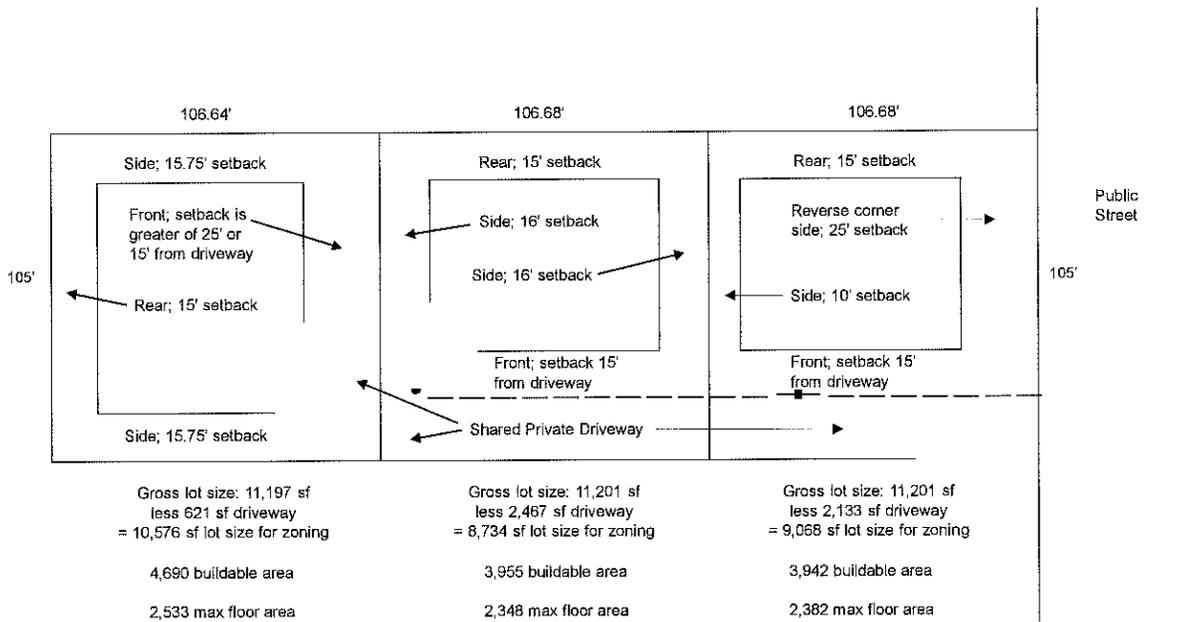


Exhibit G

Revised Definition of Lot Area at § 17.08.020 (Redlined from Existing)

Chapter 17.08 - DEFINITIONS

Sections:

17.08.010 - Definitions—Generally.

For the purpose of this title, the words, phrases and terms set forth in this chapter shall be deemed to have the meaning ascribed to them in this chapter.

17.08.020 - Words, terms, phrases defined.

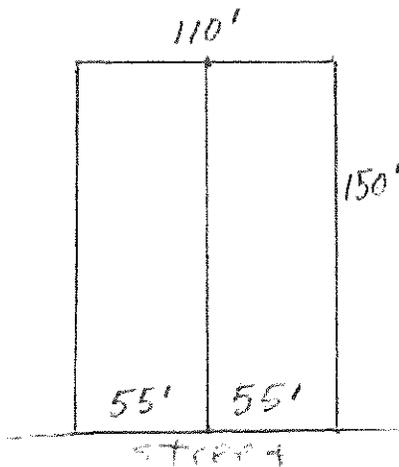
....
"Lot area" means the total horizontal area within the boundary lines of a lot or parcel; provided, however, that the following shall be excluded from the computation thereof:

1. Any portion of said lot or parcel which serves as an access easement to any ~~other~~ lot or building site; or
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

For the purpose of determining area in the case of an irregular, triangular or gore-shaped lot, a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the line representing the lot depth of such lot shall be used as the rear lot line.

Exhibit H
Lot Configuration Examples

Example sketches –

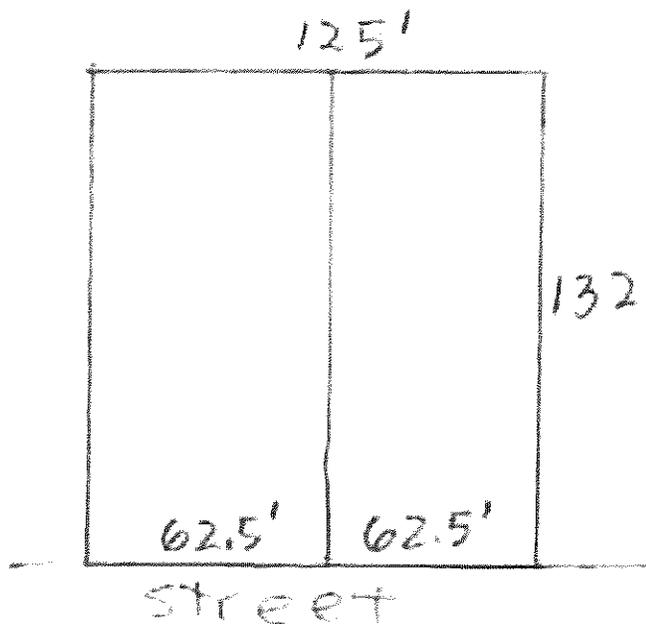


NOT PERMITTED

In R1-7 zone; Existing lot 110ft by 150ft.

Lot split not allowed because each lot of less than 9000 square feet must have at least 60 foot wide frontage on the street. Each of these lots would have only 55 foot frontage

ALLOWABLE

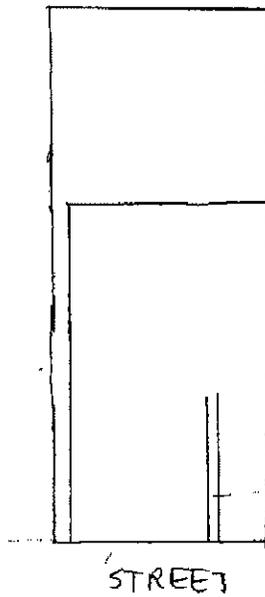


R1-7 zone; Existing lot 125ft by 132ft;

Lot split permitted because each lot of less than 9000 square feet has at least 60 foot frontage on street. Each lot would have 62.5 ft frontage on street

NOT PERMITTED

Flag lot or lot with exclusive access easement only for rear lot



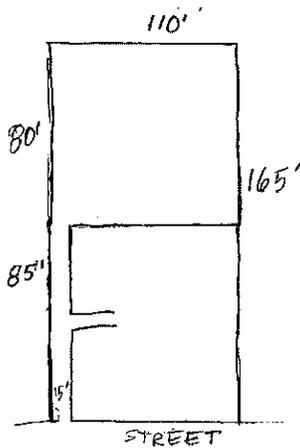
Separate driveway only for front lot

Lot split not permitted because rear lot is flag lot configuration or has exclusive access easement to land locked property. 2 houses with 2 separate driveways not permitted,

PERMITTED

Private shared driveway of required width

Access to driveway for front lot from shared driveway



Private shared driveway of required width with appropriate fire access operates as very short shared street with public access.

Shared driveway must meet minimum width, public access and fire access requirements.
POSSIBLE CONFIGURATIONS TO MEET FIRE ACCESS REQUIRMENTS Pictures not to
scale. (Must be approved by fire official)

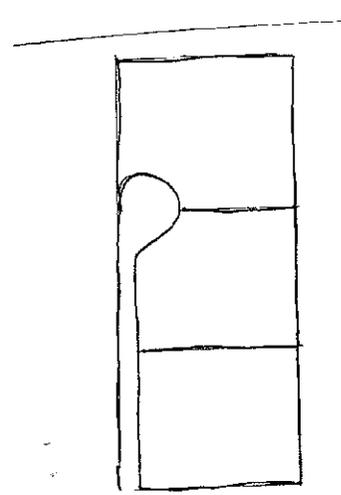
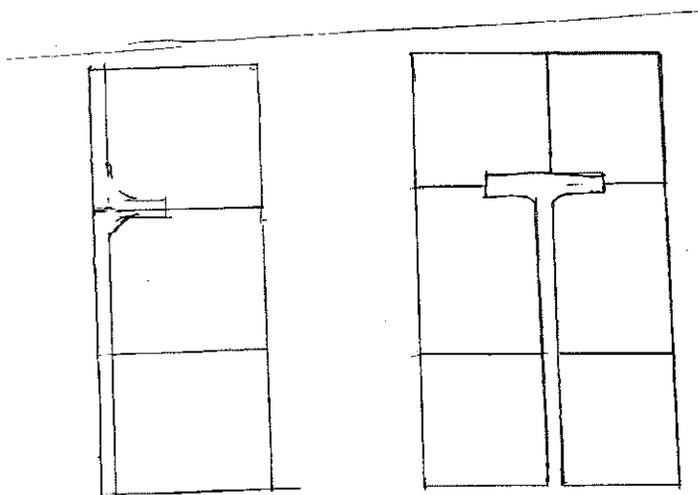
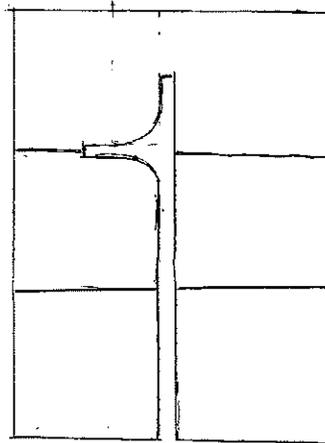
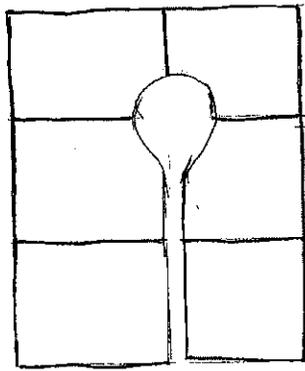


Exhibit 5-1 Chapter 17.20 – R-1 One-Family Residential Zone CUP and MCUP Amendments, Amended by City Council on February 9, 2016 and effective as of March 10, 2016

Exhibit 5-2 Chapter 17.20 – R-1 One-Family Residential Zone, Amended by City Council on May 12, 2015 and effective as of June 12, 2015

Chapter 17.20
R-1 ONE-FAMILY RESIDENTIAL ZONE
CUP AND MCUP AMENDMENTS

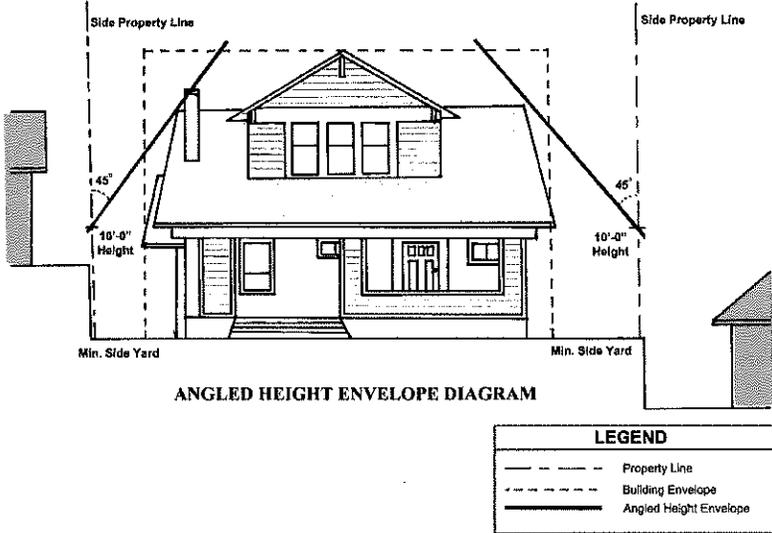
Amended by City Council on February 9, 2016 and effective as of March 10, 2016

Section 17.20.053 ("Angle Plane") of Chapter 17.20 ("R-1 One Family Residential") of Title 17 ("Zoning") is hereby amended to read as follows:

17.20.053 – Angle Plane.

A. Notwithstanding the provisions under Section 17.20.050(B) ("Side Yards"), no portion of a building, except a chimney but only to the extent necessary to meet code and no higher than 6 feet from the point where it penetrates the roof, shall exceed the height of a forty-five degree plane drawn from a height of ten feet above existing ground level at the side lot line boundaries of the lot (see Diagram F), provided the second floor shall not be required to be located further than twice the required setback, whichever is less. Roof eaves projecting a maximum four feet out from the vertical plane of the exterior wall surface are exempted. Existing ground level shall be the grade elevation of the subject site at the side lot line boundaries prior to start of construction. Encroachments exceeding the angle plane height by not more than ten linear feet may be allowed subject to the approval of a minor conditional use permit; encroachments exceeding ten linear feet may be allowed pursuant to the approval of a conditional use permit pursuant to the provisions of Chapter 17.60. Linear feet shall mean the total combined linear feet of encroachment area(s) measured horizontally along the side face of the building.

DIAGRAM F
Angle Height Envelope Diagram

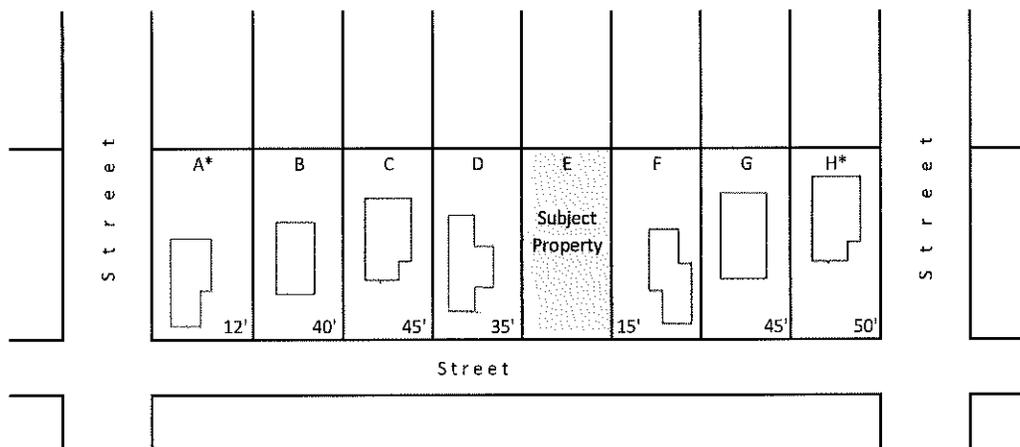


SECTION 2. Subsection 17.20.050.A.2 of Section 17.20.050 (“Primary Structures”) of Chapter 17.20 (“R-1 One Family Residential”) of Title 17 (“Zoning”), entitled “Front Yard Setbacks Greater Than 25 Feet”, is hereby amended to read as follows:

2. Front Yard Setbacks Greater than Thirty Feet – Prevailing Setback. Whenever fifty percent, or greater, of the properties on the same side of the street in the linear block where the project site is located have front yard setbacks that are greater than thirty feet, the minimum required front yard setback for all building and/or structures thereafter constructed, enlarged, erected or established shall be the prevailing setback for the linear block. The prevailing setback shall be calculated by adding all of the front yard setbacks, except for the smallest and largest setbacks, and dividing the total by the number of lots included in the calculation, as illustrated in Diagram E.

DIAGRAM E

Example of Calculation of Prevailing Front Yard Setback



Prevailing Setback Calculation = Sum of front yard setbacks (except smallest and largest) / # of lots

$$\begin{aligned} \text{Prevailing Setback} &= \text{Lot B} + \text{Lot C} + \text{Lot D} + \text{Lot F} + \text{Lot G} / 5 \text{ lots} \\ &= 40' + 45' + 35' + 15' + 45' = 180/5 = \underline{36 \text{ feet}} \end{aligned}$$

* Lots A and H are not included in the calculation as their front yard setbacks are the smallest and the largest setbacks along the block.

SECTION 3. Section 17.20.115 entitled “Flag lots prohibited” is added herein to Chapter 17.20 (“R-1 One Family Residential”) of Title 17 (“Zoning”) to read as follows:

17.20.115 – Flag Lots and Exclusive Access Easements - Prohibited

Flag lot configurations and exclusive access easements for access to a land-locked property are prohibited in the R-1 Zone for newly created lots and for newly configured lots resulting from lot line adjustments.

SECTION 4. Section 17.48.20 ("Height of Penthouses and Roof Structures") of Chapter 17.48.20 ("Development Standards") of Title 17 ("Zoning") is amended herein to read as follows:

17.48.20 – Height of Penthouses and Roof Structures.

- A. Penthouses or roof structures for the housing of elevators, stairways, tanks, ventilating fans, or similar equipment required to operate and maintain the building; fire or parapet walls, skylights, towers, roof signs, flagpoles, smokestacks, and similar structures may be erected above the height limits prescribed by this chapter, but no penthouse or roof structure or any other space above the height limit prescribed for the zone in which the building is located shall be allowed for the purpose of providing additional floor space. The height of antennae is governed by Chapter 17.93 of this code.
- B. Chimneys may be erected above the height limits prescribed by this title, but in no event shall a chimney be allowed to exceed a height of 6 feet from the point where it penetrates the roof.

SECTION 5. Section 17.60.040 ("Conditional Use Permits – Burden of Proof") of Chapter 17.60 ("Variances and Conditional Use Permits") of Title 17 is amended herein to read as follows:

17.60.040 – Conditional Use Permits – Burden of Proof

Before any conditional use permit is granted, the application shall show, to the reasonable satisfaction of the reviewing authority, the existence of the following facts:

- A. That the site for the proposed use is adequate in size, shape, topography, and location;
- B. That the site has sufficient access to streets which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;
- C. That the proposed use is neither detrimental to the public health, safety and general welfare, nor will unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;
- D. That there is a demonstrated need for the use requested;

- E. That the proposed use is consistent with the general plan, zoning and any applicable design standards; and
- F. That the use at the location requested would benefit the public interest and convenience.

SECTION 6. Section 17.60.041 (“Additional Burden of Proof for Permits for Single-Family Houses as Described in Section 17.20.025”) of Chapter 17.60 (“Variances and Conditional Use Permits”) of Title 17 is amended herein to read as follows:

17.60.041 – Additional burden of proof for permits for certain noted projects.

For projects described in Sections 17.20.025, 17.30.040, or others referencing this section, before any permit is granted, the application shall show, to the reasonable satisfaction of the reviewing authority, the existence of the following facts:

- A. That the height, bulk, scale, mass and siting of the proposed project be compatible with the existing neighborhood, landforms and surroundings.
- B. That the proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting.
- C. That the proposed project neither unreasonably interferes with public views or the views and privacy of neighbors, produces unreasonable noise levels, nor causes material adverse impacts.
- D. The proposed project exhibits a coherent project-wide design, and each structure or portion thereof (especially additions) on the site is compatible with other portions of the project, regardless of whether the same are publically visible.
- E. For proposed projects seeking relief from development standards, where allowed, to accommodate characteristics of an identifiable architectural style (such as additional height pursuant to Section 17.20.020(A)), that the proposed project adheres to the norms of such identifiable architectural style and that such style is consistently carried through on all elevations of the building, regardless of whether the same are publically visible.
- F. For proposed projects that require discretionary review due to exceeding size thresholds (pursuant to Sections 17.20.025(C), 17.30.040(B), or similar), that the proposed is a superior project that would enhance its neighborhood and exhibit exceptional design through a combination of most, if not all, of:
 - 1. innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or “cookie-cutter” plans;
 - 2. where applicable, adaptive reuse or other preservation and restoration of historic structures;
 - 3. preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;

4. siting of structures in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;
5. high quality architectural details and building materials compatible with the overall project design; and
6. sustainable building and landscaping practices, especially water-saving features.

As used in this section, compatibility is not interpreted to mean simple repetition of existing form, mass, scale and bulk. Nor is compatibility interpreted to mean repetition of building style or detailing. Compatibility is based on consideration of a constellation of associated characteristics including building type, the property site plan, building mass and scale, and architectural material and expression. Compatibility comes from an identification of character-defining features of an area, and an applicant's thoughtful response to them within the design.

This section is not meant to be a perfunctory review of projects which comply with other development standards. Rather it is meant to impose significant, separate, and additional burdens on proposed projects with the understanding that in many cases satisfying such burdens may call for significantly reduced development intensity than is allowed otherwise under this title. By way of illustration and not limitation, (i) so as not to unreasonably interfere with views and privacy, a project proposed on a narrow or irregularly shaped parcel may accommodate significantly less second story floor area than would otherwise be allowed; (ii) so as not to unreasonably interfere with views and privacy, a proposed project with significant second story floor area may need to be set back farther from lot lines than otherwise allowed; (iii) to ensure compatibility with and not to visually overpower or dominate the neighborhood, the floor area of a proposed project in a neighborhood predominated by smaller homes may need to be much lower than allowed by objective criteria; (iv) to ensure compatibility with landforms, a project proposed on a parcel with steep slopes or irregular topography may have much more limited siting options than set back standards would allow and may need reduced height and/or floor area; and (v) to exhibit exceptional design through noteworthy architecture, the floor area of a proposed project may need to be much lower than allowed by objective criteria in order to allow space for articulation, variation in massing, covered porches, and other enhancing architectural features.

Additionally, as standard two-dimensional building elevations and other similar graphic materials typically do a poor job of depicting projects in context, it is recommended that applicants provide materials in addition to those otherwise required in order to demonstrate that their proposed projects satisfy the foregoing burdens. Such materials may include, but are not limited to, three-dimensional perspective renderings from multiple angles; photo simulations showing the sited project in relation to neighboring structures and landforms; comparisons of

proposed building size, height, setbacks, etc. to surrounding structures; story poles; material and color boards; information on energy and water saving systems; and colored landscape plans showing protected and specimen trees and illustrating drought-tolerant landscaping, permeable paving and other water-saving features.

SECTION 7. Subsection 17.60.055.B of Section 17.60.055 ("Minor Conditional Use Permit") of Chapter 17.60 ("Variances and Conditional Use Permits") of Title 17 ("Zoning") entitled "Public Notice", is amended herein to read as follows:

B. Posted Notice. A notice that a minor conditional use permit is to be considered shall be mailed to all property owners within a three hundred foot radius of the property where the minor conditional use permit is proposed. The notification shall describe the proposed minor conditional use permit and shall provide a comment period of not less than fourteen calendar days. Additionally, signage shall be posted in accordance with Subsection 17.60.100.B; however, references therein to the Planning Commission's decision on a conditional use permit shall be interpreted as the Director's decision on the minor conditional use permit.

SECTION 8. Section 17.48.080 ("Modified Front Yard on Cul-de-Sac") of Chapter 17.48 ("Development Standards") of Title 17 ("Zoning") is deleted in its entirety.

Chapter 17.20 - R-1 ONE-FAMILY RESIDENTIAL ZONE
Amended by City Council on May 12, 2015 and effective as of June 12, 2015

17.20.010 - Purpose.

In order to maintain the historical, architectural and ecological integrity and quality of the existing single-family residential areas within the city, the following purpose is set forth:

A. To encourage development that preserves the small town, mountainous flavor of this closely-knit foothill community;

B. To encourage preservation of historical structures;

C. To encourage architectural diversity while maintaining architectural accord with the character of the existing neighborhood;

D. To promote design in accordance with recognized principles of architecture. Individual designs should reflect only one style of architecture, avoiding the mixture or combined use of several different ones. Classically defined styles would include Craftsman, Victorian, Tudor, Classic Box, Mediterranean, Board and Batten, California Ranch House, etc.

E. To promote consideration of one another's valley and mountain views:

1. Designs should consider, to the extent reasonably practicable, the neighbors' existing view,

2. Plan should consider the existing and finished grades of the site to be improved in relation to adjacent properties encouraging retention of building heights, mass, scale, orientation, configuration and colors that blend in with the character of the neighborhood;

F. To ensure adequate light, air, privacy, and open space for each dwelling and in relation to adjacent dwellings;

G. To encourage appropriate scale and size of new construction and reconstruction that is compatible with the existing neighborhood and surroundings.

(Ord. 1098 § 1, 1993: prior code § 9250)

17.20.015 Definitions

In addition to the definitions contained elsewhere in this title, the words and phrases set forth below shall be given the following meanings for the purposes of this chapter:

“Attic” means the area located between the uppermost plate and the roof or ridge of a structure.

“Basement, Full” means basements that do not extend more than 12 inches above adjacent grade at any point around the perimeter of the structure as measured from the ceiling of the basement to the adjacent grade.

“Basement, Partial” means basements that do not extend more than an average of 3 feet above the lower of natural, pre-existing or finish grade, and not more than 8 feet at any point around the perimeter of the structure, as measured from the ceiling of the basement to the adjacent lower of natural, pre-existing or finished grade.

“Bedroom” means any room, capable of being used as sleeping quarters in a customary manner.

“Driveway” means an area of pavement or other pervious or impervious surface that provides vehicular access from an alley, public or private street to a parking area, garage or carport on a parcel.

“Flag Lot” means a lot in the approximate configuration of a flag pole or sign post, with the pole or post functioning primarily as an access corridor or way to the main body of the lot from the street of access.

“Gross Floor Area” means the sum of all horizontal areas of floors covered by solid roof including first and second floors, attic spaces over 7.5 feet in height, basements, lofts, guest houses, garages, carports, patios, porches, balconies, barns, gazebos, and raised decks which are higher than 7.5 feet from natural or pre-existing grade as measured from the perimeter of the structure. Further, the area of interior spaces over 16 feet in height shall be counted as double the floor area (see Diagram A), except for stairways and elevator shafts, which shall only be counted once. The horizontal floor area of vents, shafts, and courts shall be included in the calculation of gross floor area.

Gross floor area shall be measured from the exterior face of exterior walls. In cases where there is no wall, the measurement should be from the exterior face of the supporting posts; for cantilever-covered areas, the gross floor area shall be measured from the edge of the roof eaves excepting any roof eave exemptions, as provided below. The following shall not be computed towards floor area:

1. Roof eaves up to 4’ in projection. Roof eaves that exceed 4 feet in projection but not more than 6 feet in projection may be excluded from the total floor area calculation subject to approval of a minor conditional use permit pursuant to Section 17.60.055.
2. Full Basements.
3. Partial basements, subject to the approval of a minor conditional use permit pursuant to the requirements of Chapter 17.60.
4. Attic areas that meet all the following requirements:
 - (i) Areas with vertical clearance of 5 feet or greater that are less than 60 percent of the surface of the building footprint, including dormer areas;
 - (ii) Areas which do not include any doorway entrance that leads to an adjacent rooftop deck, patio attachment and/or exterior staircase;
 - (iii) Areas which do not include an individual dormer which has a width greater than 7 feet;
 - (iv) The combined width of all dormers along a roofline do not exceed 50 percent of the width of the roofline, and
 - (v) No portion of any dormer is higher than the main roofline of the house.
5. Porches on the ground floor that are attached to the primary residence, face the street (not fronting on common side or rear property lines), and are not enclosed between the heights of 3 feet and 7 feet, with the exception of posts and building face or faces to which the porch is attached.

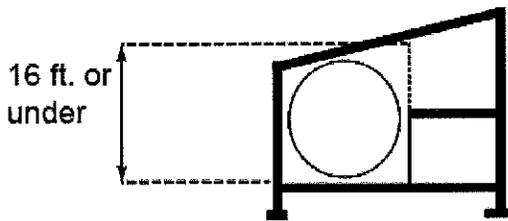
“Habitable Attic Space” means an attic space with an occupiable floor area of at least 70 square feet, a minimum vertical clearance of 7 feet and an average height of 7.5 feet, and which meets minimum lighting, heating, ventilation and access requirements.

“Lot Coverage” means the area of land covered by solid roofed structures, whether habitable or nonhabitable, including, but not limited to: building footprints of a single-family dwelling, detached garages, barns, covered patios, and other solid roofed accessory structures constructed on a foundation whether above, below, or at grade level. Raised decks which are over 7 feet 6 inches from grade shall be included in the lot coverage calculation.

“Lot Line, Front”. “Front lot line” means a lot line parallel to, and abutting, the right of way providing primary access to the property, except in the case of nonstandard lot configurations such as flag lots, irregularly shaped lots, reverse corner lots, or properties where access is provided by easements or private roads. In such nonstandard instances, the front lot line or lines shall be determined by the Director of Development Services, or his/her designee, based on the character of other improvements in the vicinity; however, in no case, may the front lot line fall within any portion of any recorded easement or access corridor.

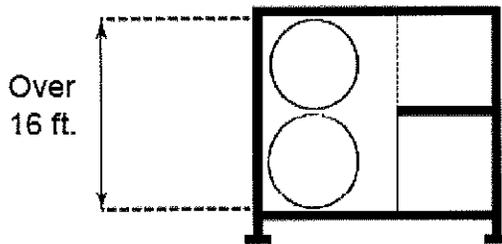
DIAGRAM A

For the purposes of computing gross floor area, the height is measured from floor to ceiling. In the following examples, two circles are drawn on the spaces that are counted twice.



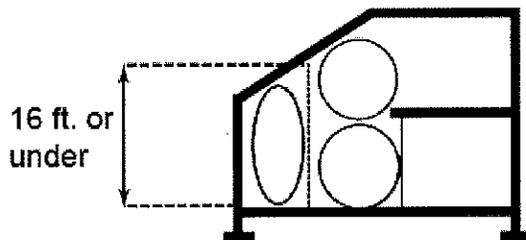
EXAMPLE 1

If the height of a space is 16 ft. or less, the area is counted once.



EXAMPLE 2

If the height of a space is over 16 ft., the area is counted twice.



EXAMPLE 3

If the height of a part of the space is over 16 ft., only that area is counted twice.

2. Residential communication facilities and devices intended for the noncommercial use and enjoyment of the resident of the property on which the use is located, as provided in [Chapter 17.93](#) of this code;

3. Walls and fences pursuant to the provisions of Section [17.48.130](#).

4. Miscellaneous structures and uses measuring less than one hundred twenty square feet, such as trash enclosures, barbecues, tool sheds and similar structures and uses.

D. Dogs and cats as household pets not to exceed three adults (four months or older) in number in any combination for each dwelling unit.

E. A trailer used as the residence of the owner and his/her family during construction by such owner of a permanent residence, but only while a building permit for the construction of such residence is in full force and effect and in no event longer than six months.

F. Servants' quarters and guest houses may be maintained on any lot; provided, that such quarters and guest houses are used as an accessory to the single dwelling unit and also provided no cooking facilities are maintained therein.

G. Agricultural crops, greenhouses, fruit trees, vines and nurseries for producing trees, vines and other horticultural stock and including the wholesale and retail sale thereof; provided, that no signs, displays or stands are maintained in conjunction therewith and that all structures maintained on the property conform to the yard requirements herein specified.

H. Public parks, playgrounds and other public recreation facilities.

I. Signs in accordance with the regulations contained in this title.

J. Garage and Yard Sales

1. Purpose. The purpose of this subsection is to provide regulation of garage and yard sales within the city.

2. Definitions. The phrase "garage or yard sale" means any sale of personal property on residentially zoned property to which the public is invited or encouraged to attend. "City" means the city of Sierra Madre.

3. Permit Required. No person shall conduct a sale regulated by this section until such a person has applied for and received a permit from the city. The permit shall be issued for a fee, as established by resolution of the city council. A copy of the permit shall be displayed at the site of the sale. Failure to apply for a permit, prior to the day of the sale, will subject the violator to a penalty as established by resolution of the city council.

4. Frequency of Sales and Hours of Operation. No more than three garage or yard sales shall be conducted in any calendar year at any single address. No such sale shall exceed two consecutive days in duration. All such sales shall commence no earlier than eight a.m. and shall conclude no later than six p.m.

5. Merchandise. No merchandise to be sold shall be placed or displayed on public property or in the public right-of-way. All goods offered for sale shall be the property of the owner, tenant or occupant of the residence. No new merchandise shall be offered for sale.

6. Garage and Yard Sale Signs. Garage sale signs shall not be posted in public view before six a.m. the day of the sale and shall be removed by eight p.m. on the final day of the sale. Signs put up prior to or left after these times may be removed by the city, and the permit holder will be subject to paying the cost of removing these signs. Temporary garage and yard sale signs may be displayed in the following manner:

a. A single sign, not greater than five square feet in sign area, may be placed on a stake, or similar method, within the parkway portion of the public right-of-way directly in front of the property where the permitted garage or yard sale event is to be conducted. In no case shall the subject sign be maintained within the paved street.

b. A sign, not greater than five square feet in sign area, may be placed on, or within, a vehicle parked within the public right-of-way, for the purposes of advertising a garage or yard sale event. There shall not be more than four vehicles used to display a garage or yard sale sign, and not more than one sign may be located on or within each vehicle.

c. In no case shall any temporary garage or yard sale sign be placed or affixed to a tree, light pole, utility pole or traffic control/information sign post, or similar item.

K. Swimming Pools. Swimming pools, hot tubs, spas, and similar recreational facilities pursuant to the provisions of Section [17.20.065](#).

L. Vehicle Parking. The use of unimproved lots or parcels for temporary, and/or ongoing, vehicle parking may be permitted as follows:

1. Subject to the approval by the director of development services of a minor conditional use permit pursuant to the provisions of Section [17.60.055](#).

2. That each vehicle parking site shall only be utilized for noncommercial residential vehicle parking. No vehicle parking fee shall be collected by the property owner;

3. There shall be no storage of recreational vehicles, including, but not limited to, motorhomes, recreational and equipment trailers, boats and watercraft and similar items.

(Ord. 1247 § 3, 2006; Ord. 1179 § 1, 1999; Ord. 1177 § 2 (part), 1999; Ord. 1161 § 2B, 1998; Ord. 1107 § 1, 1993; Ord. 1084 § 1 (part), 1992; Ord. 1038 § 1, 1988; Ord. 1037 § 5, 1988; Ord. 996 § 2, 1982; prior code § 9251)

17.20.025 - Conditionally permitted uses.

A. Houses requiring additional height to accommodate an architectural feature (such as a roof, that is characteristic of the style of architecture that is used for the house or for other particular design purposes with a maximum height of thirty feet, zero inches pursuant to the findings listed in Section [17.60.040](#).

B. Except for replacement of an existing two-story structure lost due to a fire or other casualty event, any second-story addition to an existing single-family house or any new construction proposed to include a second story.

C. Allowable gross floor areas for all structures on a single lot that exceeds, either by addition or new construction, the amounts indicated below:

(i) Lot areas up to 7,500 sq.ft.: 2,500 square feet of floor area;

(ii) Lot areas from 7,501 – 11,000 sq.ft.: 3,000 square feet of floor area;

(iii) Lot areas from 11,001 and up: 3,500 sq.ft. of floor area

D. Conditional uses allowed under Section [17.60.030](#).

E. Swimming Pools. Swimming pools, hot tubs, spas and similar recreational facilities which are located within twenty-five feet, and is visible to or from a public or private street or alley pursuant to the provisions of [Chapter 17.60](#) of this title. If the swimming pool, hot tub, spa and similar recreational facility are enclosed by a six-foot-tall, which on sloping terrain may deviate a maximum of eight inches above or below the six-foot height, solid fence or wall, then the provisions of Section [17.20.060](#) shall apply.

(Ord. 1177 § 2 (part), 1999; Ord. 1115 § 6, 1995)

17.20.030 - Standards of development—Generally.

All premises in the R-1 zone shall comply with the standards of development set forth in the following sections.

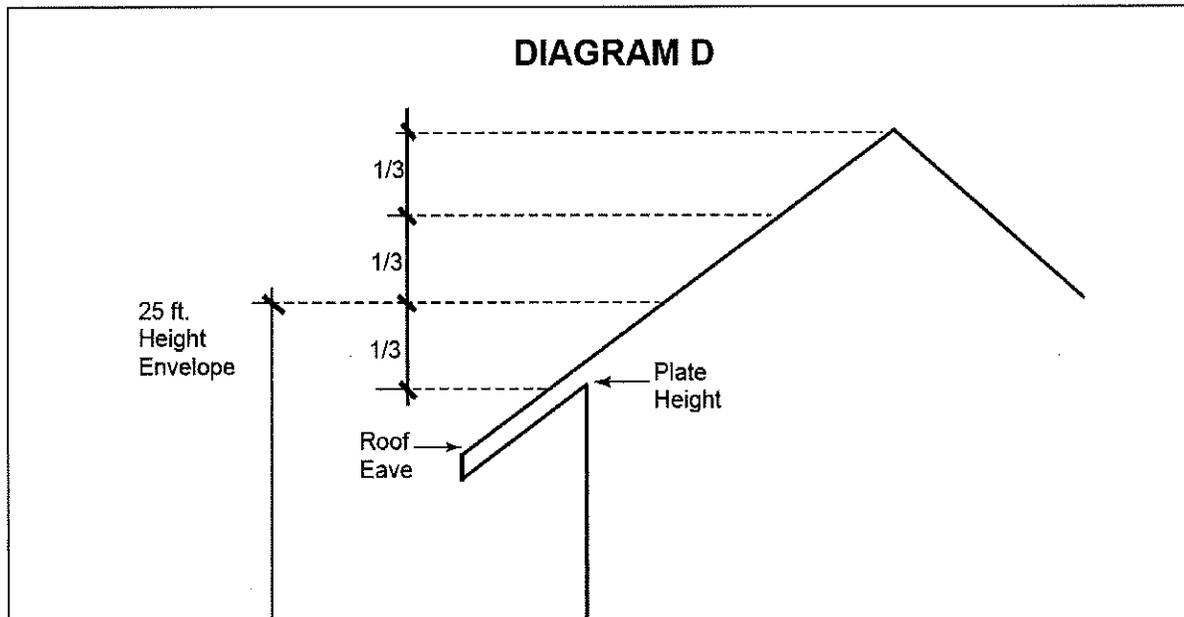
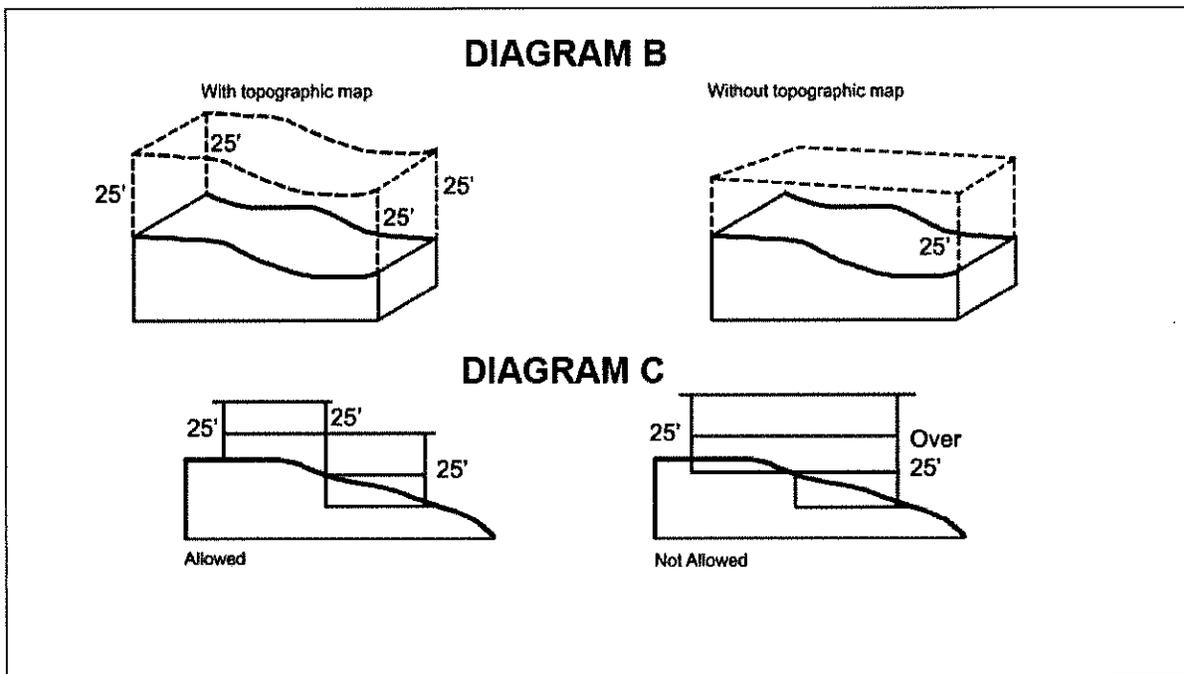
(Prior code § 9252 (part))

17.20.040 - Height.

A. Establishing the Maximum Building Envelope. A building envelope shall be established twenty-five feet as measured from a warped plane defined by the adjoining natural or pre-existing grade, or finished grade, whichever is lower, around a five-foot perimeter of the building. If an applicant does not submit a topographic map that enables the warped plane to be

established, then, the building envelope shall be established twenty-five feet as measured from a single point determined to be the lowest point of natural grade or pre-existing grade and establishing a flat plane which intersects the point as shown in Diagram B.

B. Placing Building Within Height Envelope. A building shall be placed within the envelope so that at no point does the height exceed the envelope as shown in Diagram B. Further, the height shall be measured from the lowest point of adjoining natural or pre-existing grade, or finished grade, whichever is lower, around the perimeter of the building to the highest point of the coping of a flat roof or to a point one-third of the height of a pitched or hipped roof, as shown in Diagram D. If a structure includes a basement that either can be entered at any point of the grade, or, where the floor line above the grade is greater than six feet at any point, then the height limit shall be measured from the floor of the basement at every point where this occurs as shown on Diagram C. The intent of this provision is to eliminate the appearance of three stories and shall not be circumvented.



C. Applicant's Submittal. The applicant's submittal shall clearly show the location of the pre-existing or natural grade, as well as finished grade, on the site and on the adjacent properties and building placement on all four elevations. The roof line must be within twenty-six feet of a level graded area of at least ten feet in depth over twenty-five percent of the perimeter of the building. (Ord. 1115 § 7, 1994; Ord. 1035 § 2, 1987; Ord. 1024 § 3, 1986; prior code § 9252(a))

17.20.050 - Primary structures.

The following development standards shall apply to all primary structures within the R-1 zone as follows:

A. Front Yards. The following standards shall apply to all R-1 zoned property:

1. Standard Front Yard Setback. Every lot in the R-1 zone shall have a front yard of at least twenty-five feet, except as provided in this chapter.

2. Front Yard Setbacks Greater than Twenty-Five Feet. Whenever fifty percent, or greater, of the properties on the same side of the street in any block as the project site have been developed with structures where the front yard setback is greater than thirty feet, then all building and/or structures thereafter constructed, enlarged, erected or established within any such block on the same side of the street as shown on one of the following scenarios under Diagram E which most closely represents the conditions which apply to the project site. In no case, shall the required front yard setback exceed seventy-five feet.

3. Projections Into the Front Yard. Projections into the required front yard setback may occur as follows:

a. A nonhabitable covered front porch, with or without supports, may encroach a maximum of six feet into the required front yard setback. In no case may the encroachment be closer than ten feet to the front property line.

b. An open, uncovered balcony (not covered by a roof or similar structural feature) may project into the required front yard setback a maximum of forty-eight inches.

c. An open balcony, covered only with a roof feature and supports, may extend into the required front yard setback a maximum of forty-eight inches, pursuant to the approval of a minor conditional use permit pursuant to the provisions of Section [17.60.055](#).

B. Side Yards. The following side yard setback standards shall apply to all R-1 zoned property:

1. New Construction. Except as otherwise provided, all construction of new primary structures on all property shall conform to the following side yard setback standards:

a. Lots or Parcels of Sixty Feet or Less in Width. Lots or parcels measuring sixty feet or less, as defined in this title, shall have a minimum side yard setback of not less than five feet, on each side. However, in no case shall any structure exceed a total width of forty two feet.

b. Lots or Parcels Greater than Sixty Feet in Width. Except as otherwise provided in this chapter, lots or parcels measuring greater than sixty feet in width, as defined in this title, shall have a cumulative side yard setback dimension (both side yard setbacks combined) of not less than thirty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less

than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side.

c. Reverse Corner Lots or Parcels. Lots or parcels which have a "reverse corner" configuration, as defined in this title, shall have an interior side yard setback as set forth in Subsection (B)(1) of this section. The "reverse corner" lot or parcel shall have a minimum twenty-five foot setback adjacent to the secondary street frontage.

d. Attached Open Structures. Open single story attached structures, such as porte cocheres, patio covers, porch covers and similar structures which are attached to the primary structure may encroach into the required cumulative side yard setback dimension, as set forth in Subsection (B)(1)(b) of this section, where the attached open structure is located no closer to the side yard property line than a minimum of five feet or ten percent of the width of the lot or parcel, whichever is greater.

2. Additions Onto Existing Primary Structures. Additions onto existing primary structures shall conform to the provisions of Subsection (B)(1) of this section, except as provided as follows:

a. Single Story Additions of Less than Fifty Percent. Single story additions onto existing primary structures, which results in an increase in gross floor area of fifty percent or less of the original structure, and which is consistent in height and character with the original structure, may be aligned with the existing legally constructed side yard setback of the primary structure, subject to the approval by the director of development services of a minor variance, pursuant to Section [17.60.025](#).

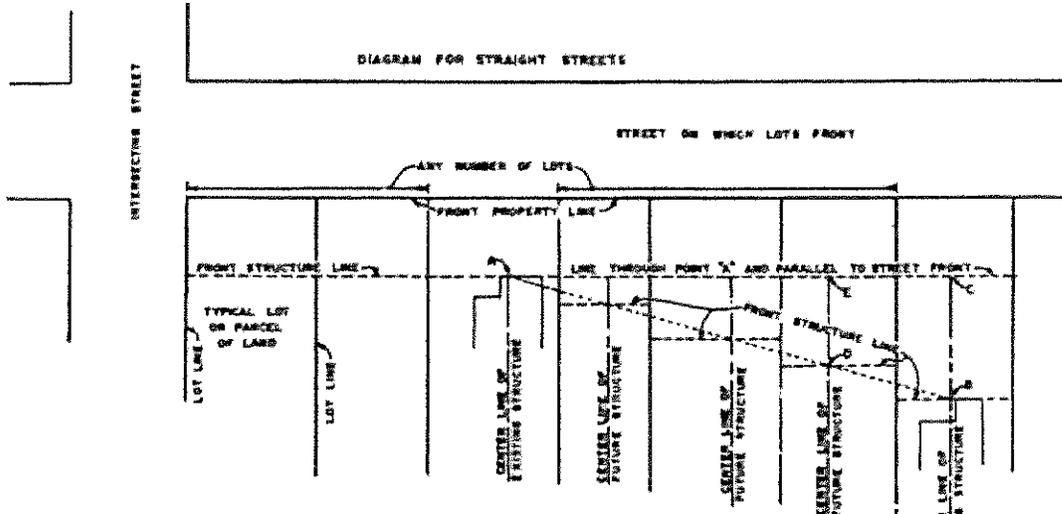
b. Single Story Additions Greater than Fifty Percent. Single story additions onto existing primary structures, which result in an increase in gross floor area of greater than fifty percent of the original structure, may be aligned with existing legally constructed side yard setback of the primary structure, subject to the approval of a conditional use permit pursuant to the provisions of [Chapter 17.60](#) of this title.

3. Reduced Cumulative Setback Dimensions. The cumulative required setback dimensions may be reduced from thirty percent to twenty percent pursuant to the following provisions:

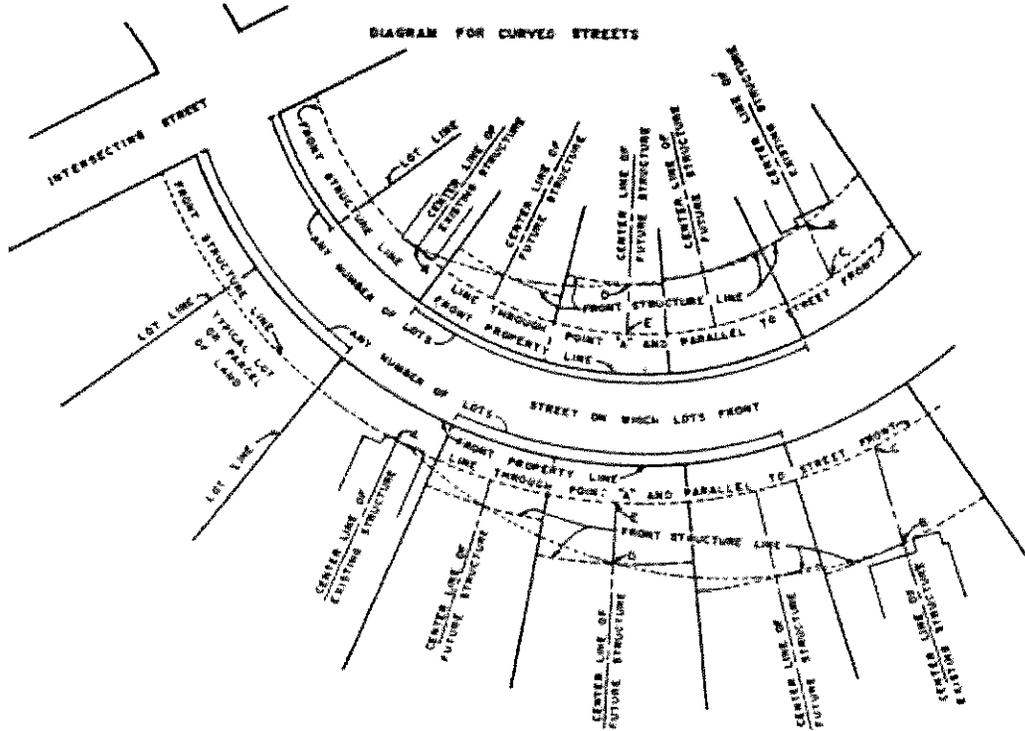
a. New Construction. New construction of primary structures may have a reduced cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, provided that the total lot coverage does not exceed forty percent and pursuant to the approval of a conditional use permit subject to the provisions of [Chapter 17.60](#).

DIAGRAM E

DIAGRAMS SHOWING METHOD OF ESTABLISHING FRONT STRUCTURE LINES



NOTES
 ALL FRONT STRUCTURE LINES SHALL BE PARALLEL TO FRONT PROPERTY LINES. THE LINE A-B SHALL BE SO LOCATED THAT THE DISTANCE FROM ANY POINT ON SAID LINE A-B TO A LINE DRAWN THROUGH POINT A AND PARALLEL TO THE STREET FRONT SHALL BE PROPORTIONAL TO THE DISTANCE OF SUCH POINT FROM POINT A. B-C IS TO A-C AS D-E IS TO A-E.
 POINTS A AND B ARE THE INTERSECTIONS OF THE CENTER LINE OF THE NEAREST EXISTING STRUCTURES ON THE TWO SIDES OF THE LOT IN QUESTION, WITH THEIR RESPECTIVE FRONT STRUCTURE LINES. THE FRONT STRUCTURE LINE FOR ALL LOTS BETWEEN AN INTERSECTING STREET AND THE NEAREST STRUCTURE THERE-TO SHALL BE THE FRONT STRUCTURE LINE OF SAID NEAREST STRUCTURE.
 THESE NOTES APPLY TO BOTH STRAIGHT AND CURVED STREETS



b. One or Two Story Additions of Fifty Percent or Less. One or two story additions onto existing primary structures, where the floor area of the addition does not exceed fifty percent of the gross floor area of the existing primary structure, may be constructed with cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or

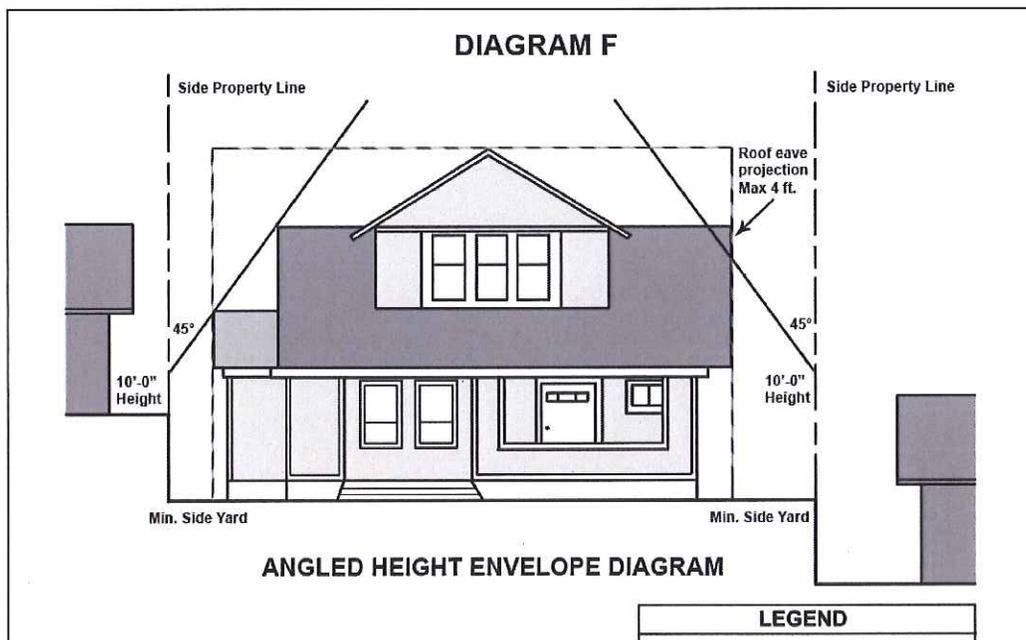
parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, pursuant to the approval of a minor conditional use permit pursuant to the provisions of Section [17.60.055](#), except that when a conditional use permit is required under Section 17.20.025, the request for the abovementioned reduction of the cumulative side yard setback shall be included as part of the conditional use permit.

c. One or Two Story Additions of Greater than Fifty Percent. One or two story additions onto existing primary structures, where the floor area of the addition is greater than fifty percent of the gross floor area of the existing primary structure, may be constructed with cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, pursuant to the approval of a conditional use permit pursuant to the provisions of [Chapter 17.60](#)

C. Rear Yards. The minimum rear yard setback shall be 15 feet from the rear property line.
(*Ord. 1177 § 2 (part), 2000; Ord. 1115 § 9, 1995; prior code § 9252(b)*)

17.20.053. Angle Plane.

Notwithstanding the provisions under 17. 20.050(B) Side Yards, no portion of a building shall exceed the height of a forty-five (45) degree plane drawn from a height of ten feet above existing ground level at the side lot line boundaries of the lot (see Diagram F), provided the second floor shall not be required to be located further than twice the required setback, whichever is less. Roof eaves projecting a maximum 4 feet out from the vertical plane of the exterior wall surface are exempted. Existing ground level shall be the grade elevation of the subject site at the side lot line boundaries prior to start of construction. Encroachments exceeding the angle plane height by not more than 10 linear feet may be allowed subject to the approval of a minor conditional use permit; encroachments exceeding 10 linear feet may be allowed pursuant to the approval of a conditional use permit pursuant to the provisions of Chapter 17.60. Linear feet shall mean the total combined linear feet of encroachment area(s) measured horizontally along the side face of the building.



17.20.055 Off-street parking requirements for new construction, additions and/or remodeling.

New construction, or additions and/or remodeling which results in an increase to the number of bedrooms of the existing primary structures, shall be subject to the required off-street parking requirements as set forth in Section 17.68.020(A).

17.20.060 - Accessory structures.

The following standards shall apply to all accessory structures:

A. Detached Accessory Structures. Workshops and storage sheds shall be located behind the street-facing building line of the primary structure on the property, unless authorized with the approval of a minor conditional use permit pursuant to Section 17.60.055. Single-story detached accessory structures, such as gazebos, workshops, storage sheds and similar uses which measure six hundred square feet or less, and with a maximum height of fifteen feet from finished grade to top of ridge as follows:

1. Minor Conditional Use Permit. May be located five feet from the side and/or rear property lines subject to the approval of a minor conditional use permit pursuant to Section [17.60.055](#).

2. Permitted. When in conformance with the provisions of Section [17.20.050](#) (Primary structures) and located behind the street-facing building line of the primary structure on the property. Detached accessory structures which exceed six hundred square feet and/or are two stories or greater shall conform to the provisions of Section [17.20.050](#) (Primary structures).

B. Detached Garages. Detached garages may be located as follows:

1. Single-Story Detached Garages. Single-story detached garages, measuring six hundred square feet or less, with a maximum height of fifteen feet as measured from lowest point of adjoining natural or pre-existing grade, or finished grade, whichever is lower, around the perimeter of the garage, to the highest point of the coping of a flat roof or to a point one-third of the height of a pitched or hipped roof, as shown in Diagram B of Section 17.20.040 (Height), may be located a minimum of three feet from the side or rear property line if the detached garage is located behind the primary structure.

2. Detached accessory garages, which exceed six hundred square feet, are greater than fifteen feet in height as described in 2.C.1 above, are two stories or greater, or are located in front of the primary structure shall conform to the provisions of Section [17.20.050](#) (Primary structures).

C. Detached Open Carports. For single-story detached carports, which are open on at least two sides, measuring six hundred square feet or less, and with a maximum height of fifteen feet as follows:

1. Minor Conditional Use Permit. May be located a minimum of three feet from the side and rear property lines subject to the granting of a minor conditional use permit pursuant to the provisions of Section [17.60.055](#).

2. Permitted. When in conformance with the setback provisions as set forth in Section [17.20.050](#) (Primary uses).

D. Miscellaneous Structures and Uses. Miscellaneous structures and uses, such as trash enclosures, barbecues, tool sheds, water heaters, air conditioning units, ground-mounted solar equipment and similar

uses, measuring less than one hundred twenty square feet as follows:

1. Minor Conditional Use Permit. May be located a minimum of five feet from the side and rear property lines subject to the granting of a minor conditional use permit pursuant to the provisions of Section [17.60.055](#) (Minor conditional use permits);
2. Permitted. When in conformance with the setbacks provisions as set forth in Section [17.20.050](#) (Primary structures).

E. Fences. The provisions of Section [17.48.130](#) shall apply.

F. Non-commercial Communication Facilities. Communication facilities that meet the requirements of Chapter 17.93, and which are intended for the noncommercial use and enjoyment by a resident of the property on which the device is located (e.g. television antenna, satellite dishes, and amateur ham radio towers) are either permitted or conditionally permitted as follows:

1. Permitted. The following such facilities are permitted:
 - a. Facilities that are exempt from Chapter 17.93 pursuant to Section 17.93.030.
 - b. Facilities for which a permit has been issued consistent with Chapter 17.93.
 - c. Satellite dish antennas which are not exempt under Chapter 17.93, but which are ground mounted or which are mounted on a mast which is not greater than twelve feet in height as measured from the point of existing adjoining grade.
2. Minor Conditional Use Permit. Any noncommercial communication device which is not exempt from Chapter 17.93, which does not require a permit to be issued consistent with Chapter 17.93, and which does not conform to the provisions of subsection (E)(1) of this section may be established, subject to the approval of a minor conditional use permit pursuant to the provisions of Section 17.60.055.

17.20.065 Swimming Pools.

Swimming pools, hot tubs, spas, pool/spa equipment and/or similar recreational facilities as follows:

1. Adjacent to a Public or Private Street or Alley. For swimming pools, hot tubs, spas, pool/spa equipment or similar recreational facilities located adjacent to a public or private street or alley, the following provisions shall apply:
 - a. Conditional Use Permit. The facility may be located within twenty-five feet of a public or private street or alley, and visible to the adjoining public or private street or alley, with the approval of a conditional use permit pursuant to the provisions of [Chapter 17.60](#) of this title.
 - b. Permitted. Where the facility is enclosed by a solid fence or wall of six feet in height (Note: On sloping terrain, the solid fence or wall may deviate a maximum eight inches above or below the six-foot height). In such case, the facility shall be located no

closer than five feet to the property line. In no case shall the facility be visible to an adjoining public or private street or alley.

c. Minor Conditional Use Permit. Where the facility is located greater than twenty-five feet from a public or private street or alley, but is visible to or from the adjoining public or private street or alley.

2. Side or Rear Property Lines. Five feet from the side or rear property line.

(Ord. 1247 § 4, 2006; Ord. 1177 § 2 (part), 2000; Ord. 1115 § 10, 1995; Ord. 1047 § 1, 1988; Ord. 1024 § 2, 1986; prior code § 9252(c))

17.20.080 - Lot area generally.

A. The minimum required lot area in the R-1 zone shall be seven thousand five hundred square feet unless otherwise designated on the zoning map.

B. When property has been classified and designated on the zoning map as R-1-9, the minimum required lot area shall be nine thousand square feet.

C. When property has been classified and designated on the zoning map as R-1-11, the minimum required lot area shall be eleven thousand square feet.

D. When property has been classified and designated on the zoning map as R-1-15, the minimum required lot area shall be fifteen thousand square feet.

(Prior code § 9252(e))

17.20.090 - Lot area per dwelling.

Lot area per primary dwelling unit in the R-1 zone shall be not less than the minimum required lot area. This section shall not apply to second units in compliance with Chapter 17.22.

(Prior code § 9252(f))

17.20.100 - Newly created lots—Rear line width.

Every lot in the R-1 zone hereafter created shall have a width at the rear line of a twenty-five foot front yard setback of not less than the following:

A. Lots required to have a minimum lot area of less than nine thousand square feet: sixty feet;

B. Lots required to have a minimum lot area of between nine thousand and ten thousand nine hundred square feet: seventy feet;

C. Lots required to have a minimum lot area of between eleven thousand square feet and fourteen thousand nine hundred ninety-nine square feet: eighty feet;

D. Lots required to have a minimum area of or in excess of fifteen thousand square feet: ninety feet.

(Prior code § 9252(g))

17.20.110 - Newly created lots—Minimum average width.

Each lot in the R-1 zone hereafter created shall have an average width of not less than ten feet less than the required frontage appertaining to such lot, as set forth in Section [17.20.100](#).

(Prior code § 9252(h))

17.20.120 - Permissible lot coverage.

All buildings in the R-1 zone, including accessory buildings and enclosed porches, shall have a maximum lot coverage of forty percent of the area of the lot, and must also be within the allowable floor area as defined in Section [17.20.125](#).

(Ord. 1115 § 12, 1995; Ord. 1066 § 1, 1990; prior code § 9252(i))

17.20.121 Landscaping and paving in front yard

A. Landscaping. A minimum of fifty percent of the front yard area shall be landscaped. Landscaping shall include plant materials such as trees, shrubs, vines, ground covers, flowers, and lawn, and shall exclude areas such as driveways, walkways, landings, porches, patios and similar areas.

B. Minimum Standards for circular driveways.

1. Circular driveways are allowed after the required parking and minimum front yard setback of 25

feet have been provided.

2. Minimum lot width shall be 80 feet.

3. Driveway width shall not exceed 12 (twelve) feet.

4. The front yard may be paved in the minimum amount necessary to construct a circular driveway.

5. The Development Services and Public Works Departments shall review and approve the proposed

driveway approaches, the distance between the curb cuts, and the potential traffic impacts that

could result from the installation of the circular driveway.

17.20.125 - Allowable gross floor area.

A. Allowable gross floor area on a single lot shall not exceed, either by addition or new construction, the amounts indicated in the following table:

| Lot Area (square feet – SF)* | Allowable Gross Floor Area (SF)** |
|------------------------------|---|
| Under 7,500 sf | 35% of lot area |
| 7,500—11,000 sf | 2,625 sf + 25% of lot area over 7,500 sf |
| Over 11,000 sf | 3,500 sf + 12% of area over 11,000 sf |
| Over 30,000 sf | 5,780 sf + 10% of area over 30,000 sf plus 5% of area over 30,000 sf for detached accessory buildings, such as a permitted second unit, guest house or detached garage. |

(Ord. 1115 § 13, 1995)

* Flood control easements shall be included in the computation of lot area and access easements shall be excluded from the computation of lot area.

** For smaller lots where the maximum building floor area allows less than 1,000 square feet, a maximum 1,000 square feet is permissible if all other zoning standards can be met.

B. The calculation of allowable gross floor area shall include all areas that are considered gross floor area under Section 17.20.015 of this title.

(Ord. 996 § 3 (part), 1982; prior code § 9252(j))

17.20.140 - Minimum dwelling width.

No dwelling in the R-1 zone shall have a width less than fifteen feet.

(Ord. 996 § 3 (part), 1982; prior code § 9252(k))

17.20.150 - Limitations on uses.

The following regulations are limitations on, and are applicable to all uses in, the R-1 zone:

A. Vehicles.

1. Parking of Vehicles. No person shall park any vehicle or any component thereof, for any purpose, in any front or side yard area on any lot, except in driveway areas.

2. Repair, Dismantling or Storage of Vehicles. No person shall assemble, repair, dismantle or store any vehicle, other than as herein provided, on any part of any lot, unless such work is done:

- a. Within an enclosed building; or
- b. In an open area which is completely enclosed by view-obscuring walls, not less than six feet in height, or by exterior walls of a building or buildings.

3. Exception. The prohibition imposed by subsection A2 of this section shall not be deemed to apply to the occasional and incidental assembly or repair of vehicles owned by the persons in possession of the premises on which such takes place; provided, that a disabled vehicle which is being repaired or assembled shall not be stored except as provided in subsection A2 of this section for a period longer than seven consecutive days within any thirty day period.

B. Tents and canopies pursuant to the provisions of Chapter [15.04.050](#) of [Title 15](#).

(Ord. 1184 § 3, 2000; Ord. 1084 § 1 (part), 1992; Ord. 973 § 4 (part), 1980; prior code § 9253)

17.20.160 - Single-family residence construction requirements for pre-fabricated homes.

Pre-fabricated (i.e. Modular) homes in the R-1 zone shall be subject to the following standards:

- A. Every single-family dwelling shall have exterior walls of brick, wood, stucco, metal, concrete or other similar material. Reflective, roll-formed type metal siding is prohibited.
- B. Landscaping. All open areas visible from a street shall be appropriately landscaped. Such landscaping may include grass, flowers, shrubs, trees and ground cover. All landscaped areas and materials shall be regularly and properly maintained.

(Ord. 996 § 4, 1982; prior code § 9254)

17.20.170 - Development or construction site standards.

The following standards apply to development or construction in the R-1 zone:

- A. Construction sites shall be maintained free and clear of attractive nuisances and debris and/or fences as determined by the building inspector.
- B. The residential character of neighborhood to be maintained during construction as to not to become an attractive or public nuisance, due to storage of material, parking or activities of the contractor employees.
- C. Temporary services on-site, shall be ten feet behind the property line, i.e., portable toilet facilities.
- D. Rubbish and refuse service with city contractor shall be required at the time the building permit is issued. Service may be weekly pickup service if accessible by a public street, or by scout or commercial service as otherwise authorized.
- E. Contractors, subcontractors shall be required to have a completed subcontractors list for all services and trades and business licenses obtained prior to any construction or request for inspection. Where work for which a permit is required wherein the work has started or has

proceeded prior to obtaining said permits or business licenses, the permit fees shall be doubled pursuant to [Chapter 15.04](#) of this code.

- F. Use of the public right-of-way for storage, work, staging, or off-loading requires a permit and approval in advance of any activity pursuant to [Chapter 12.12](#) of this code.
- G. The public right-of-way, if improved and in place, or at the entry to the project from an existing street, shall be cleaned each evening by the contractor. Clean up shall include, but not be limited to, streets, roadways, gutters, sidewalks, and parkways.
- H. Violation of subsections A through G of this section may result in the issuance of a stop work order by the building inspector. Work so halted shall have the right of due notice and an administrative hearing upon request.

(Ord. 1051 § 4 (part), 1989: prior code § 9254)

Chapter 17.08- DEFINITIONS

Sections:

17.08.010- Definitions-Generally.

For the purpose of this title, the words, phrases and terms set forth in this chapter shall be deemed to have the meaning ascribed to them in this chapter.

(Prior code § 9120)

17.08.020- Words, terms, phrases defined.

"Abut, adjoining or contiguous" means, in reference to real property, two or more lots sharing a common lot line; with reference to two or more objects, the same shall mean in immediate contact with each other.

"Access" means the place, or way, by which pedestrians and/or vehicles shall have safe, adequate and usable ingress and egress to a lot, from a public or private street or alley.

"Accessory" means a building, part of a building or structure or use which is subordinate to, and the use of which is incidental to, that of the main building, structure or use on the same lot. Where the wall of an accessory building has a common wall or a portion of a common wall not less than four feet in length, such accessory building shall be considered as part of the main building.

"Accessory use" means a use which is directly related, but clearly subordinate, to a permitted principal use. All accessory uses shall be established and maintained on the same lot as the principal use which they serve, except as expressly otherwise provided herein.

"Adjacent" means two or more objects which are located in close proximity to each other.

"Alcoholism hospital" means an institution intended solely for the admission, diagnosis and intensive short-term treatment of patients addicted to excessive use of alcohol, and related conditions.

"Alley" means a public or private way designated as an alley by the city, other than a street, permanently reserved as a means of secondary vehicular access to adjoining properties.

"Apartment" means the same as "dwelling unit."

"Apartment house" means a building containing three or more dwelling units.

"Assessed value" means the then assessed value of the land, building or structure, as is shown on the current assessment roll in effect as of the time of the making of the determination of such assessed value.

"Assessor" means the tax assessor of the county of Los Angeles.

"Automobile repair and service garage" means a facility which provides for the repair and maintenance of motor vehicles; provided, that such facility shall not be deemed to include painting of motor vehicles, nor body and fender repair.

"Automobile wrecking" means the dismantling or wrecking of one or more used motor vehicles or trailers, or the storage, sale or dumping of dismantled or wrecked vehicles or their parts.

"Barber shop" means a place of business for a barber, whose occupation is to cut any type of hair, give shaves and trim beards.

"Basement" is any floor level below the first story in a building, except that a floor level in a building having only one floor level shall be classified as a basement unless such floor level qualifies as a first story as defined herein.

"Beauty shop" means establishments where hairdressing, and services incidental to hairdressing are done, including the sale of beauty supplies and cosmetics.

"Bedroom" R-2 zone. For the purpose of calculating parking requirements in the R-2 zone, the following rooms which regularly make up a standard dwelling unit shall not be considered a bedroom: one kitchen, one living room, one family or recreation room, one dining room, and bathrooms.

"Bedroom" R-3 and R-P zones. For the purpose of calculating parking requirements, the following rooms which regularly make up a standard dwelling unit shall not be considered a bedroom: one kitchen, one living room, one dining room, and bathrooms. Single-family residences located in the R-3 and R-P zones shall be subject to the bedroom definition in the R-1 zone.

"Block" means all properties fronting upon one side of a street between intersecting and intercepting streets, or between a street and a railroad right-of-way, water way, terminus or dead-end street, or city boundary. An intercepting street shall determine only the boundary of the block on the side of the street which it intercepts.

"Boardinghouse" means a facility having space for not more than ten boarders and one kitchen facility for common usage.

"Building" means any structure having a roof supported by columns or by walls and intended for the shelter, housing or enclosure of persons or property of any kind.

Building, Accessory. "Accessory building" means a separate, detached building, housing a permitted accessory use, located on the same lot as the main building or principal use.

Building Height. See "Height."

Building, Main. "Main building" means a building in which is conducted one or more principal uses permitted on the lot upon which it is situated.

"Building site" means: (1) the ground area of one lot or (2) the ground area of two or more lots when used in combination for a building or group of buildings, together with all open spaces, as required by this chapter.

"Business day" means a day on which city offices are open for regular business.

"Canopy" means any structure, temporary or permanent, constructed of canvas or other cloth or material on a framework sheltering an area, or forming a sheltered walk to the entrance of a building.

"Carport" means a permanently roofed structure with not more than two enclosed sides, used or intended to be used for automobile shelter and storage.

"Cellar" means the same as "basement."

"Centerline" means the centerline, as determined by the city engineer, of any street, highway or alley.

"Child care center" means a facility with an organized daytime program for the supervision and care of children who are not related to the person operating such facility.

"Children's day center (emotionally disturbed)" means an institution of one-bed capacity or more intended solely for the admission and treatment of minors with mental illness or behavior or emotional disorders.

"City" means the city of Sierra Madre.

"City manager" means the city manager of the city.

"Clerk" means the city clerk of the city.

Club, Private. "Private club" means any building or premises used by an association of persons, whether incorporated or unincorporated, organized for some common purpose, but not including a group organized primarily to render a service customarily carried on as a commercial enterprise.

"Code" means the Sierra Madre Municipal Code.

"Commission" means the planning commission of the city.

"Communications equipment buildings" mean buildings housing operating electrical and mechanical equipment utilized in conducting a public utility communications operation.

"Condominium" means the same as "dwelling, multiple."

"Convalescent home" means the same as "Nursing and convalescent hospital."

"Council" means the city council of the city.

"Court" means an area which is open and unoccupied by any building or structure, bounded on three or more sides by the exterior walls of a building. An inner court is a court entirely enclosed within the exterior walls of a building. All other courts are outer courts.

"Dairy" means any premises where one or more cows or goats, or any combination thereof, are kept or maintained for the purpose of producing milk.

"Day center (mentally retarded)" means a facility intended solely for the admission of patients who are not permitted to remain overnight with mental retardation, who are provided with a daytime program of education or training, handicraft, vocational and recreational activities.

"Day treatment hospital" means a place intended solely for the admission and treatment of patients with mental illness or mental disorder, who are provided with a daytime program of organized treatment, activities, and supervision under medical direction, but are not permitted to remain overnight.

"Detached living quarters" mean the same as "Guest house."

"Director" means director of planning for the city.

"Drive-in restaurant" means a restaurant use which:

1. Has facilities to allow patrons to consume prepared food at an area outside of an enclosed building; and/or
2. Has facilities which would allow the service of prepared foods directly to a patron while that patron is in a motor vehicle, whether or not for consumption on the premises.

Dump, Inert Solids. "Inert solids dump" means an area devoted to the disposal of nonwater soluble, nondecomposable inert solids such as natural earth, rock, sand and gravel; paving fragments; concrete brick; plaster and plaster products; steel mill slag; glass; asbestos fibre and products therefrom.

Dump, Rubbish and Refuse. "Rubbish and refuse dump" means an area devoted to the disposal of inert solid and/or decomposable organic refuse and scrap metal.

"Duplex" means the same as "Dwelling, Two-Family."

Dwelling, Single-family. "Single-family dwelling" means a detached building designed or used for occupancy, as living quarters, by one person or one family. "Single-family dwelling" shall also include a modular home manufactured and certified under the National Mobilehome Construction and Safety Standards Act of 1974 on a permanent foundation system approved by the city engineer.

Dwelling, Three-family. "Three-family dwelling" means a building designed or used for occupancy, as living quarters, by three separate families or persons and containing three dwelling units.

Dwelling, Two-family. "Two-family dwelling" means a building designed or used for occupancy, as living quarters, by two separate families or persons and containing two dwelling units.

"Dwelling unit" means one or more rooms in a building designed and intended to be used as living quarters by one person or one family.

"Educational institution" means any public, private or parochial; elementary, junior high, high school, university, or other school giving general academic instruction in the several branches of learning.

"Emergency shelter" means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied shelter because of an inability to pay.

"Engineer" means the city engineer of the city.

"Explosives" mean any explosive substance, as defined in Section 12000 of the Health and Safety Code of the state of California.

"Facilities for parole adjustment/rehabilitation" mean any building where a program is conducted to prepare prisoners for return to the community in which they live and assist them in developing emotionally stable and economically productive lives.

"Facilities for the rehabilitation of drug abusers" mean any building where two or more resident patients are kept under medical, psychological, or psychiatric supervision for the purpose of curing them of drug addiction.

"Family home (mentally ill)" means a facility intended solely for the admission of not more than six mentally ill or emotionally disordered patients who are provided with a program of services and protective supervision in a home setting.

"Family home (mentally retarded)" means a facility intended solely for the admission of one or more mentally retarded patients who are provided with a program of services and protective supervision in a home setting.

"Fence" means a fence made of material other than concrete block or masonry.

"First story" means the lowest story in a building which qualifies as a story, as defined herein, except that a floor level in a building having only one floor level shall be classified as a first story, provided such floor level is not more than four feet below preexisting natural grade, as defined herein, for more than fifty percent of the total perimeter, or not more than eight feet below grade, as defined herein, at any point.

"Floor area" means the sum of the horizontal areas of floors of buildings measured from the exterior face of exterior walls.

Floor Area Net. "Net floor area" means the total horizontal floor area of all the floors of a building included within the surrounding walls, exclusive of vents, shafts, courts, elevators, stairways and similar facilities.

"Fraternity" means the same as "Club, Private."

Frontage, Street. "Street frontage" means the length of a lot line of a lot which abuts a street.

"Garage" means any building, with three enclosed sides, provided with a closeable access door or doors, which is used or intended to be used for automobile shelter or storage.

Gender. When consistent with context, words in the masculine gender include the feminine and neuter genders.

Grade. Whenever the term "grade" is used alone, it shall refer to the most restrictive condition.

"Grade, finished" means the final grade of the site which conforms to the approved plan.

"Grade, natural" means prior to deposit of earth material placed by artificial means and/or prior to the mechanical removal of earth material.

"Grade, preexisting" means an established grade that exists on a site for which a legal grading or building permit was in effect for ten years prior to a request for a building, demolition or grading permit.

"Gradient" means the rate of vertical change of a ground surface expressed as a percentage figure and determined by dividing the vertical distance by the horizontal distance.

"Guest house" means living quarters located within an accessory building, designed and utilized for the sole use of persons employed on the lot, or for temporary use by guests of the occupants of the dwelling

located upon such lot. Guest houses shall have no kitchen facilities and shall not be rented or otherwise used as a separate dwelling unit.

"Height" of building is the vertical distance above a reference datum measured to the highest point of coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roof. The reference datum shall be selected by either of the following, whichever yields a greater height of building:

1. The average elevation of adjoining finished grade within a five-foot horizontal distance of the exterior wall of the building;
2. The average elevation of adjoining preexisting natural grade within a five-foot horizontal distance of the exterior wall of the building.

The height of a stepped or terraced building is the maximum height of any segment of the building.

"Highway" means the same as "Street."

"Home for the aged" means any building or portion thereof, other than a hospital or rest home, used and maintained to provide living accommodations, including board, room or care, for ambulatory aged persons. This shall also include "residential care home"

"Home occupations" mean any ongoing or repetitive business or professional use, activity or utilization of residentially zoned and improved property, by the inhabitants of said property, which is incidental and accessory to the primary residential use and does not generate an adverse impact to the surrounding neighborhood, pursuant to the provisions of Chapter 17.85 of this title.

Hospital, General. "General hospital" means an institution staffed and equipped to provide the various types of intensified hospital care, including, but not limited to, short-term care in acute medical, surgical and obstetrical services, but shall not include the treatment, other than on a temporary emergency basis, of alcoholic or mental patients.

"Hospitality house" means any building used by a nonprofit organization to provide emergency housing and meals on a temporary basis to stranded, evicted, transient, or otherwise dislocated and homeless persons until a satisfactory solution to their immediate problem is found.

"Hotel" means any building or portion of any building with access provided through a common entrance, lobby or hallway, to one or more guest rooms, which have no cooking facilities and which are designed and intended to be used or are used, rented or hired out as temporary or overnight accommodations for guests.

"Household pets" mean, and are limited to, the following pets, maintained principally within a dwelling unit:

1. Domesticated cats;
2. Domesticated dogs;
3. Fish, without limit on number; and
4. Any bird which is:
 - a. Customarily kept in residence with man, and
 - b. Kept, at all times, within a dwelling unit; specifically, "bird" shall not include, among others, for the purpose of these regulations, chickens, hens, roosters, geese or ducks.

"Housekeeping unit" means a single, integrated home-style of living together and sharing of space in a nonexclusive, noncompartmentalized lifestyle with one kitchen, one set of utilities, and one mailing address and with one front door for all persons residing at that location.

"Kennel" means a place where four or more adult dogs and/or cats are kept, whether by the owner of such dogs and cats or by other persons, providing facilities and care, whether or not for compensation. An "adult" dog or cat, for the purpose of these regulations, is one that has reached the age of four months.

"Kitchen" means any room or space within a building designed and intended to be used for the cooking or the preparation of food.

"Landscaping" means the planting and maintenance of natural and/or artificial trees, shrubs, vines, ground covers, flowers and lawns. In addition, the same may include natural features such as rock and stone; and structural features, including but not limited to, fountains, reflecting pools, art works, screens, walls, fences and benches; "landscaped area" means an area upon which landscaping is required by these regulations to be continuously maintained.

"Livestock" means a use involving the grazing, care and maintenance of cattle and/or horses for commercial or noncommercial purposes.

"Long-term facility" means an institution of seven-patient capacity or more intended primarily for the admission of chronic mentally ill or mentally disordered or other incompetent persons who are provided medical care, nursing services and intensive supervision.

"Lot" or "parcel of land" means:

1. A parcel of real property which is shown as a single lot in a lawfully recorded subdivision, approved pursuant to the provisions of the Subdivision Map Act; or
2. A parcel of real property, the dimensions and boundaries of which are defined as a single lot by a lawfully recorded Record of Survey Map; or
3. A parcel of real property shown on a parcel map as a single lot, lawfully recorded pursuant to the provisions of the Subdivision Map Act; or
4. Any parcel of real property otherwise lawfully created and dimensioned prior to October 1, 1955; or
5. Two or more lots which are combined by an appropriate recorded written instrument, or two or more lots which are combined by a common usage, shall be deemed, for all purposes, a single lot.

"Lot area" means the total horizontal area within the boundary lines of a lot or parcel; provided, however, that the following shall be excluded from the computation thereof:

1. Any portion of said lot or parcel which serves as an access easement to any other lot or building site; or
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

For the purpose of determining area in the case of an irregular, triangular or gore-shaped lot, a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the line representing the lot depth of such lot shall be used as the rear lot line.

Lot Area, Interior. "Interior lot area" means the total lot area minus: (1) the sum of the ground floor area of all buildings located thereon, and (2) any area used for perimeter landscaping.

Lot, Corner. "Corner lot" means a lot situated at the intersection of two or more streets, which streets have an angle of intersection of not more than one hundred thirty-five degrees.

"Lot depth" means the horizontal length of a straight line drawn from the midpoint of the front lot line and at right angles to such line connecting with a line intersecting the midpoint of the rear lot line and parallel to the front lot line. In the case of a lot having a curved front line, the front lot line, for purposes of this section, shall be deemed to be a line tangent to the curve and parallel to a straight line connecting the points of intersection of the side lot lines of the lot with the front lot line.

Lot, Interior. "Interior lot" means a lot, other than a corner or reversed corner, or through lot.

Lot, Key. "Key lot" means a lot which has a side lot line which is a common lot line with the rear lot line of a reversed corner lot.

Lot Line, Rear. "Rear lot line" means a lot line which is opposite and most distant from the front lot line. For the purpose of establishing the rear lot line of a triangular or trapezoidal lot, or of a lot the rear line of which is formed by two or more lines, the following shall apply:

1. For a triangular or gore-shaped lot a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the lot depth line shall be used as the rear lot line; and
2. In the case of a trapezoidal lot, the rear line of which is not parallel to the front lot line, the rear lot line shall be deemed to be a line at right angles to the lot depth line and drawn through a point bisecting the recorded rear lot line; and
3. In the case of a pentagonal lot the rear boundary of which includes an angle formed by two lines, such angle shall be employed for determining the rear lot line in the same manner as prescribed for a triangular lot.

In no case shall the application of the above be interpreted as permitting a main building to locate closer than five feet to any property line.

Lot Line, Side. "Side lot line" means any lot line which is not a front or rear lot line.

Lot, Reversed Corner. "Reversed corner lot" means a corner lot, the side lot line of which is substantially a continuation of the front line of a lot which adjoins the rear lot line of said corner lot.

Lot, Through. "Through lot" means a lot having frontage on two approximately parallel streets.

"Lot width" means the horizontal distance between the side lot lines measured at right angles to the lot depth line at a point midway between the front and rear lot lines.

Average width shall be the average of the length of line drawn parallel to the "lot width line" extending toward the front and rear lot lines at ten foot intervals, but excluding from such determination any prolonged portions of the lot used exclusively for access to a public street or for a driveway.

In computing lot width or average width, the following shall be excluded:

1. Any portion of said width which serves as an access easement to any other lot or building site; and
2. Any portion of said width which serves as an improved surface flood control project under the jurisdiction of any public agency.

"Map" means the zoning map of the city.

"Manufacturing" means the creation of a product from raw materials.

"May" is permissive.

"Medical and/or dental clinic" means any facility providing health service, or medical, surgical or dental care of the sick or injured, but shall not include inpatient or overnight accommodations. "Medical clinic" includes health center, health clinic, doctors' and dentists' offices.

"Mobilehome" means a mobilehome defined as such in the Mobilehome Park Law (Health and Safety Code, Section 18000 et seq.).

"Mobilehome park" means any lot where mobilehomes and/or sites are rented or leased or offered for rent or lease.

"Mobilehome site" means that portion of a mobilehome park designated for use or occupancy of one mobilehome and including all appurtenant facilities thereon.

"Modular home" means factory constructed, single-family one-story detached dwellings, certified under the National Mobilehome Construction and Safety Standards Act of 1974, with approved sticker attached, and placed on full, approved foundation systems and permanently anchored thereto.

"Motel" means one or more buildings containing rooms, without kitchen facilities, each having a separate entrance leading directly from the outside of the buildings or from an inner court, which rooms are designed for rental for temporary or overnight accommodations for guests, and are offered primarily to

automobile tourists or transients by signs or other advertising media; one unit, for use by a resident manager, may have kitchen facilities. "Motel" includes auto courts, motor lodges and tourist courts.

Nonconforming Building, Structure or Use.

"Nonconforming building or structure" means a building or structure, or portion thereof, which was lawfully altered or constructed in accordance with the then existing zoning regulations of the city, but which did not comply with subsequently adopted zoning regulations, or which does not conform to these regulations.

"Nonconforming use" means the utilization of any lot, building, buildings or structures, or any combination thereof, which use, when established, conformed to the then existing zoning regulations, but which did not comply with subsequently adopted zoning regulations, or which does not conform to these regulations.

Notice. Whenever written notice is required to be given by personal service thereof upon the person or persons to be notified, or by United States mail, postage prepaid, addressed to such person or persons at his last known address; such notice shall be conclusively deemed to have been given as of the time of personal service, or as of the time the same is deposited in the course of postal transmission.

"Nursery (mentally retarded)" means a facility intended primarily for the admission of nonambulatory mentally retarded patients, who are provided nursing services primarily in crib accommodations.

"Nursery school" means the same as "child care center."

"Nursing and convalescent hospitals" means any place or institution which provides bed accommodations for one or more chronic or convalescent patients, who, by reason of illness or physical infirmity, are unable to properly care for themselves. Alcoholics, drug addicts, persons with mental or communicable diseases, including contagious tuberculosis, shall not be admitted or cared for in nursing and convalescent hospitals.

"Oath" includes affirmation.

"Open space" means an area other than a required yard area, driveway or off-street parking facility, which has no building or structure located therein, except for those used exclusively for recreational purposes. To meet the requirement of open space such area, referred to as usable open space, shall meet the following:

If the same is located upon the ground, or upon the roof of a subterranean garage, such contiguous area shall not be less than five hundred square feet in area; and

If the roof of such subterranean garage is utilized for such open space all such roof areas may be utilized for such open space provided that the same is not in excess of two feet above the grade of the lot immediately adjacent thereto; and

That where such open space is located on any roof area, other than a subterranean garage, not to exceed twenty-five percent of such roof area may be utilized to meet the open space requirement.

Parking Space, Off-Street. "Off-street parking space" means a readily accessible area on a lot, not including driveways, ramps, loading or work areas, maintained exclusively for the parking of one automobile.

"Perimeter landscaping" means any landscaping required by the provisions of this code which is adjacent to, and runs substantially parallel with, any property line of the lot for which such landscaping is required.

"Person" means any individual, firm, copartnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, business trust, receiver, syndicate, district, public agency, public utility, or any group or combination acting as a unit; "person" shall not include the city.

Plural. When consistent with the context, words in plural include the singular.

"Principal use" means a use specifically allowed of right in any one or more of the zones set forth in this title.

"Processing" means, when used in reference to a commercial or industrial use, one or more acts or operations which have the effect of changing the form of a product or material, so as to render the same more salable or usable.

"Psychiatric hospital" means an institution intended primarily for the admission, diagnosis and intensive short-term treatment of patients with mental illness or behavior or emotional disorders.

"Quarry" means any place on a lot where dirt, soil and gravel, rock or other similar material is removed by excavation or otherwise; "quarry" shall not include the excavation and removal of materials from a lot preparatory to construction of a building for which a building permit has been issued and remains in full force and effect; provided, that such excavation is confined to that necessary for such building construction.

"Recorder" means the county recorder of the county of Los Angeles.

"Regulations" means the provisions of this title.

"Resident facility (mentally retarded)" means an institution of one-bed capacity or more intended solely for the admission of mentally retarded patients who require supervision and who are provided with an organized program of services.

"Residential care home" means the same as "home for the aged."

"Residential facility (former drug abusers)" means a building with six or more guest rooms for eleven or more persons participating in a program of rehabilitation and social readjustment for former drug abusers. "Residential facility" does not mean any facility wherein professional medical, psychiatric, psychological, or nursing care is provided for the purpose of curing persons of drug addiction.

"Residential facility limited (former drug abusers)" means a building with not more than five guest rooms for not more than ten persons participating in a program of rehabilitation and social readjustment for former drug abusers. "Residential facility limited" does not mean any facility wherein professional medical, psychiatric, psychological, or nursing care is provided for the purpose of curing persons of drug addiction.

"Residential/Commercial mixed-use" means developments which integrate residential and commercial uses within a single project. Mixed-use developments include projects where housing is developed above commercial ("vertical" mixed-use), as well as projects where residential and commercial uses are developed side-by-side ("horizontal" mixed-use).

"Residential school (mentally retarded)" means a facility intended primarily for the admission, care, and treatment of educable and trainable mentally retarded patients. The facility shall provide an educational program on the premises as one of its services.

"Rest home" means the same as "nursing and convalescent hospital."

"Secretary" means the secretary of the commission.

"Service station" is a retail place of business engaged primarily in the sale of motor fuels, but also engaged in supplying goods and services generally required in the operation and maintenance of motor vehicles. Such goods and services include sale of petroleum products; sale and servicing of tires, batteries and automotive accessories; washing and lubrication services; the performance of minor automotive maintenance and repair; and the supplying of other incidental customer services and products. Major automotive repairs, painting, body and fender work, and automobile or truck rental or storage shall not be deemed permitted as a part of such service station usage.

"Shall" is mandatory.

Singular. When consistent with the context, words in the singular number shall include the plural.

"Solid fill" means any combustible materials, insoluble in water, such as soil, rock, sand or gravel that can be used for grading land or filling depressions.

"Solid fill project" means any operation which involves the importation and deposit of one thousand or more cubic yards of solid fill material, on a lot, for the purpose of reclaiming such lot or portion thereof.

"Sorority" means the same as "club, private."

Stable, Private. "Private stable" means a detached accessory building in which horses owned by the occupants of the premises are kept, and in which no horses are kept for hire or sale.

"Stand" means a structure for the display and sale of products with no space for customers within the structure itself.

"State" means the state of California.

"Story" means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused underfloor space is more than six feet above pre-existing or natural grade as defined herein for more than fifty percent of the total perimeter or is more than twelve feet above grade as defined herein at any point, such useable or unusable underfloor space shall be considered as a story.

"Street" means a public or private way permanently reserved as a primary means of vehicular access to adjoining property; "street" shall not include an "alley."

Street Frontage. See "Frontage, street."

"Structural alterations" means any change in the supporting members of a building such as foundation, bearing walls, columns, beams, floor or roof joints, girders or rafters, or changes in roof or exterior lines.

"Structure" means anything constructed or erected which requires location on the ground or attached to something having a location on the ground.

Except: Fences or walls less than three feet in height located in any required yard area, provided the same are not adjacent to any property line and do not interfere with, divert, block or channel surface water run-off. All fences and walls (regardless of height) adjacent to property lines and those which interfere with, divert, block or channel surface water run-off. All fences and walls (regardless of height) adjacent to property lines and those which interfere with, divert, block or channel surface water run-off shall not be excepted.

"Supportive housing" means housing with no limit on length of stay that is occupied by the target population as defined in the Health and Safety Code Section 53260(d), and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

Tenses. When consistent with the context, words used in the present tense include the past and future tenses and words in the future tense include the present tense.

"Tent" means any structure, temporary or permanent, constructed of canvas or other cloth or material attached to, and encloses, a framework that is intended to provide shelter to an area.

Trailer, Automobile. "Automobile trailer" means a vehicle without motor power, designed to be drawn by a motor vehicle and to be used for human habitation or for carrying persons and property, including a trailer coach and any self-propelled vehicle having a body designed for the same uses as an automobile trailer without motor power.

Trailer Park, Trailer Court and Public Camp. Any or all of them shall mean any area or tract of land used or designed to accommodate one or more automobile trailers or one or more camp parties, including tents or other camping outfits and including trailer camps as defined by state law.

"Transfer station" means an area, including any necessary building or structures, for the temporary storage and the salvage of rubbish, garbage or industrial waste.

"Transitional housing" means rental housing provided to facilitate the movement of homeless individuals or families to conventional housing. Transitional housing may take the form of single-family or multi-family units, and may include supportive services operated under program requirements to allow individuals or families to gain necessary life skills in support of independent living. This type of housing may be occupied by a program recipient for a minimum of six months up to a maximum of two years, at which time it may be recirculated to another eligible program recipient.

"Triplex" means the same as "dwelling, three-family."

"Use" means the utilization of a lot, building, structure or any combination thereof.

"Wall" means a concrete block or masonry wall.

"Writing" includes any form of message recorder in English and capable of visual comprehension.

"Yard" means an open space, other than a court, on a lot unoccupied and unobstructed from the ground upward, except as otherwise provided in this chapter. Wherever in this chapter required yards are prescribed, the same shall be established from the boundary line of such lot or parcel; provided, that the following shall be excluded, and the boundary line shall be deemed to be the interior line of:

1. Any portion of said lot or parcel which serves as an access easement to any other lot or building site;
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

Yard, Front. "Front yard" means an area extending across the full width of the lot and lying between the front lot line and a line parallel thereto, and having a distance between them equal to the required front yard depth as prescribed in each zone. Front yards shall be measured by a line at right angles to the front lot line, or by the radial line in the case of a curbed front lot line. When a lot lies partially within a planned street indicated on a precise plan for such a street and where such planned street is of the type that will afford legal access to such lot, the depth of the front yard shall be measured from the contiguous edge of such planned street in a manner prescribed in this definition.

Yard, Rear. "Rear yard" means a yard extending across the full width of a lot, immediately adjacent to the rear lot line thereof. The depth of a required rear yard shall be the specified horizontal distance measured between the rear lot line and a line parallel thereto on the lot.

Yard, Rear Line of Required Front. "Rear line of required front yard" means a line parallel to the front lot line and at a distance therefrom equal to the depth of the required front yard, and extending across the full width of the lot.

Yard, Required Setback. For purposes of the restriction of any structure exceeding forty-two inches in height, the term "setback" includes any required yard, front, side or back.

Yard, Side. "Side yard" means a yard between the main building and the side lot lines extending from the rear line of the required front yard, or the front lot line where no front yard is required, to the beginning of the required rear yard line, and at right angles to the nearest point of a side lot line towards the nearest part of a main building.

"Zoning map" or "map" means the official zoning map of the city.

(Ord. 1234 § I, 2, 2005; Ord. 1214 § 2 (Exh. I (part)), 2004; Ord. 1185 § 2 (part), 2000; Ord. 1184 § 2, 2000; Ord. 1161 § 2A, 1998; Ord. 1136 § I, 1997; Ord. 115 § 5, 1995; Ord. 1084 § I (part), 1992; Ord. 1035 § I, 1987; Ord. 1024 § I, 1986; Ord. 996 § I, 1982; prior code § 9121)

(Ord. No. 1282, § I, 10-28-08; Ord. No. 1352, §§ 1-3, 2-11-14; Ord. No. 1354, § 2, 6-10-14)



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: September 13, 2016

SUBJECT: RECOMMENDATION TO ADOPT RESOLUTION 16-51 APPROVING AN ADDITIONAL EXPENDITURE OF \$49,100 FROM WATER FUND RESERVES AND AWARDING A CONTRACT TO ID MODELING IN AN AMOUNT NOT TO EXCEED \$124,100 FOR THE CREATION OF A WATER DISTRIBUTION SYSTEM COMPUTER MODEL AND PREPARATION OF A WATER SYSTEM CAPITAL IMPROVEMENT PLAN (MASTER PLAN)

SUMMARY

This agenda item is a return of a July 26 Council agenda matter in which staff was directed to issue a Request for Proposals seeking additional professional services proposals for the preparation of a water distribution system hydraulic model. Staff recommends that the City Council adopt Resolution 16-51 approving the additional expenditure of \$49,100 from Water Fund reserves and awarding a contract to ID Modeling in an amount not to exceed \$124,100 for the creation of a water distribution system computer model and preparation of a Water System Capital Improvement Plan (Master Plan).

ANALYSIS

On July 26 the City Council reviewed a staff recommendation to award a professional services contract to ID Modeling of Arcadia for the preparation of a water system hydraulic model on Sierra Madre's water distribution system. The recommendation was based on a single written proposal from ID Modeling and written informal estimates from two other firms which provided a level of validation of the ID Modeling proposal being within a reasonable range. Although the Council seemed supportive of the need to prepare the hydraulic model, due to the high cost proposed at that time (\$90,120) the City Council directed staff to seek additional proposals.

Staff prepared the RFP and issued it for proposals within a few days of the Council meeting. Due to the size and complexity of the water model project and the need to integrate it into the City Council’s directed Water System Master Plan, staff included an additive alternate in the RFP under which the consultant would prepare the Master Plan as well as the hydraulic model. This was done in order to shorten the delay in completion of the Master Plan, ensure that the Master Plan is entirely in compliance with the hydraulic model, to provide for an objective outside “engineering-based” Master Plan, and to free up limited staff time to address other City Council priorities.

Sixteen civil engineering firms downloaded the RFP from the City’s website. Of those firms, four responded with proposals. Those firms are:

| Firm | Water Model Fee | Master Plan Fee | Total Fee Proposal |
|----------------------------------|-----------------|-----------------|--------------------|
| Stetson Engineers, Inc., Covina | ** | ** | \$197,500 |
| Akel Engineering, Group, Fresno | \$98,064 | \$43,832 | \$141,896 |
| AKM Consulting Engineers, Irvine | ** | ** | \$197,980 |
| ID Modeling, Arcadia | \$93,720 | \$30,080 | \$124,100 |

** Stetson and AKM did not structure their proposal as directed in the RFP, with separate fee proposals for the water model and the master plan. The way the two firms structure their fee proposals, it is not possible for staff to definitively allocate costs to one scope or the other.

Having reviewed each of the four project proposals, the four associated fee proposals, and having spoken to representatives of multiple prior and current clients of the “low bidder,” staff recommends that the City Council award a professional services contract to ID Modeling of Arcadia. An award of the project to ID has several advantages:

- Their local office in Arcadia will allow for greater field time during the development of the model, to ensure that the model is calibrated correctly. Field time will be critical throughout the project, and having a local office will shorten travel time charged to the project and result in savings.
- They will team with Bucknam and Associates as the engineering firm to develop the Water System Master Plan. As the firm that has been involved in almost every major water system improvement project in the City for the last twenty years, B & A is more familiar with Sierra Madre’s water system than any other engineering firm. They will have a much shorter learning curve than a new firm coming in from the outside. B & A is also more experienced with Sierra Madre as a community and will understand community needs and expectations.
- ID Modeling is a leader in their field, and the first firm created specifically to provide hydraulic modeling services. Through staff’s review of the proposals and

accompanying research, it was found that members of some of the other proposing firms formerly worked at or were trained by ID Modeling.

- ID Modeling provides a standalone software package called Sedaru, which is designed for field use on laptops or tablets and gives the user a streamlined, simplified ability to run system models. Sedaru is only available through ID Modeling. Its cost is included in the fee proposal, there is no extra charge.
- ID Modeling will be using essentially the same Inovyze and ESRI GIS software as the other 3 firms to prepare the hydraulic model. However, unlike the other three firms, ID Modeling includes the cost of those software systems in the fee proposal. In order to utilize the water model after it is created by one of the other three firms, the City would incur the additional cost of software purchases.
- Staff spoke with representatives of the cities of Santa Ana and La Palma, East Orange County Water District, Phelan Pinion Hills CSD, and Southgate Water and Sanitation District (Denver, Colorado area) in following up on ID Modeling references. Each of the individuals spoke very highly of the firm's performance, the Sedaru software, the overall work product, the firm's ability to speak in understandable, non-technical jargon, and of each agency's willingness to use ID Modeling.
- ID Modeling was the only proposing firm that indicated that it would create a custom hydrant testing calibration plan, designed to reduce the amount of water lost through the necessary flow testing of hydrants.
- ID Modeling has proposed a schedule in which the hydraulic model including all of the water infrastructure will be complete in February and the Master Plan in March. This schedule closely matched that of runner-up Akel Engineering Group, Inc. and was substantially better than the April Master Plan date and June Model date of AKM and the June deliverables date provided by Stetson. The Sedaru software will be available for staff use prior to the completion of the hydraulic model.
- The ID Modeling schedule provides for a draft plan for water main replacements to be a deliverable in December. This will allow for starting main replacements 3 months before the complete plan is available. It is also much quicker than a draft plan would be completed by staff. With model calibration not completed until late November, staff would not be able to be trained in the planning use of the model until that time and it would likely take staff 2-3 months to develop the draft plan for pipeline replacements.

Regarding the staff proposal to have the Water Master Plan prepared by the consultants, this is recommended as noted above for a variety of reasons. ID Modeling, working with Bucknam and Associates will be able to interpret the water modeling data more efficiently than staff initially, and thus be able to meld the hydraulic data with other pertinent data more quickly than staff, who will have to become trained and familiar with the water modeling tool before staff could put it to use directly for master planning. Construction cost estimating is critical to development of a Master Plan. Staff resources for cost information have been limited to nation-wide cost estimating tools and the results of recent city project bids. We have found the nation-wide cost estimating books

to be incomplete and somewhat inaccurate, and the City's recent projects are for such a limited range of construction items that addressing the costs associated with an entire water system would be impractical. Consultants typically have greater cost-estimating resources from a wider range of recently bid projects, as they work for multiple cities and see multiple bid results.

Staff will not be completely removed from the master planning project, however. There will still be significant administrative staff time spent on providing data to input into the model and into the master plan. There will also be significant field staff time spent on providing input to ID Modeling as to observed system behavior and on flowing fire hydrants to generate the flow rates needed to calibrate the model.

FINANCIAL REVIEW

The FY 2016-17 Capital Improvement budget provides \$75,000 from the Water Enterprise Fund for the preparation of the water hydraulic model. In order to proceed with the project it will be necessary to provide additional funding. Resolution 16-51, if adopted as written approves an additional expenditure from water fund reserves in the amount of \$49,100. This additional expenditure will allow for the consultants to complete the Water System Master Plan. Elimination of the consultant-preparation of the Master Plan would reduce the additional expenditure to \$18,720.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter and the Sierra Madre Public Library.

STAFF RECOMMENDATION

Staff recommends that the City Council adopt Resolution 16-51 approving the additional expenditure of \$49,100 from Water Fund reserves and awarding a contract to ID Modeling in an amount not to exceed \$124,100 for the creation of a water distribution system computer model and preparation of a Water System Capital Improvement Plan (Master Plan).

Attachments: ID Modeling Proposal

RESOLUTION 16-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AWARDING A PROFESSIONAL SERVICES CONTRACT TO ID MODELING FOR THE DEVELOPMENT OF A HYDRAULIC MODEL FOR THE WATER DISTRIBUTION SYSTEM AND PREPARATION OF A WATER SYSTEM MASTER PLAN AND APPROVING AN ADDITIONAL APPROPRIATION IN THE AMOUNT OF \$49,100 FROM WATER FUND RESERVES

WHEREAS, the City Council has previously directed staff to develop a Water System Master Plan in order to prioritize the replacement of water distribution system components; and,

WHEREAS, a Water System Master Plan will be utilized as a basis for financial planning for the Water Enterprise, such that revenues will provide for replacement of aging water infrastructure in a deliberate and methodical manner; and,

WHEREAS, a master plan for water system improvements shall consider, among other criteria, the hydraulics of the distribution system and their effect on water quality and emergency fire flow; and,

WHEREAS, the City does not have a hydraulic model for its water distribution system; and,

WHEREAS, preparation of a Water System Master Plan is a man hour-intensive project that done solely by city staff will substantially detract from staff's ability to address other important tasks; and

WHEREAS, it is necessary to contract with a professional engineering firm for preparation of the hydraulic model and to assist staff in the preparation of a Water System Master Plan; and

WHEREAS, staff has sought and received multiple proposals from professional engineering firms for the development of a hydraulic model of the water system and a Water System Master Plan; and,

WHEREAS, a review of four professional services proposals reveals that the team of ID Modeling and Bucknam and Associates is the best-qualified and least costly of the proposing firms; and

WHEREAS, the Fiscal year 2016-17 budget provides \$75,000 for the preparation of a hydraulic model, which is \$49,100 less than the total fee proposed by ID Modeling; and

WHEREAS, it is of general benefit to the City of Sierra Madre that the Water System Master Plan be completed as expeditiously as possible.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Sierra Madre as follows:

SECTION 1. The City shall enter into a professional services agreement with ID Modeling for the preparation of a water system hydraulic model as described in that firm's August 22, 2016 proposal in an amount not to exceed \$124,100.

SECTION 2. An additional appropriation of \$49,100 is made from water fund reserves to provide the balance of funding needed to cover the total cost of the project.

SECTION 3: The Mayor is hereby authorized and directed execute a professional services agreement with ID Modeling for the preparation of a hydraulic model on the City's water distribution system and to assist staff in the preparation of a Water System Master Plan.

SECTION 4. APPROVED AND ADOPTED by the City Council of the City of Sierra Madre at a regular City Council meeting held on the 13th day of September, 2016.

ATTEST:

Mayor

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF SIERRA MADRE)

I, MELINDA CARRILLO, City Clerk of the City of Sierra Madre, California, DO HEREBY CERTIFY that the foregoing Resolution was adopted by the City Council of said City at a regular meeting of said City Council held on the 13th day of September, 2016, and that it was so adopted by called vote as follows:

AYES:

NOES:

ABSENT:

ABSTAIN:

Melinda Carrillo, City Clerk



PROPOSAL for
City of Sierra Madre Public Works Department
Development of Water Production/Distribution System
Hydraulic Model and Water System Master Plan

Submitted to:



Submitted by:



Hydraulic Model Specialists for Water and
Wastewater Systems, Operations and Planning

in association with



Bucknam & Associates, Inc.

22 August 2016

Address: 55 East Huntington Dr, Suite 130 | Arcadia, CA 91006
Phone: 626.244.0700 | **Fax:** 626.244.0702

Website: www.idmodeling.com | **General:** info@idmodeling.com

Arcadia-CA | Seattle-WA | Denver-CO | Erie-PA | Scottsdale-AZ

August 22, 2016

Bruce Inman
City of Sierra Madre
Public Works Department
232 West Sierra Madre Boulevard
Sierra Madre, CA 91024

**Subject: Proposal for Development of Water Production/Distribution System
Hydraulic Model and Water System Master Plan**

Dear Mr. Inman:

IDModeling, Inc. (IDM), together with our partner Bucknam & Associates (B&A), are pleased to submit this proposal to the City of Sierra Madre Public Works Department (City) for Engineering Services for the Development of a Water Production/Distribution System Hydraulic Model and Water System Master Plan (the Project). Please find our Team's summary of Approach, Qualifications, and Performance Commitment below.

Creating a Sustainable Solution to Reduce Leaks and Drive the WSFP

The IDM/B&A team (Team) will deliver a turnkey solution from this Project by creating the City's first water distribution system model, and delivering this model within an operating software that will enable the City Public Works Department to respond to leaks, calculate water loss, weight and evaluate pipeline replacement alternatives, easily and interactively. This approach significantly increases the model's value and frequency of use by applying it to day-to-day operational events in the field.

Our team will apply the results of our water system model analysis with decades of experience in City of Sierra Madre design projects, improvement program development, and management consulting, to prioritize the most beneficial and cost-effective pipelines to replace in the City's water system. The pipeline prioritization plan will be supported by a focused Water System Improvement Program (WSIP), inclusive of non-pipeline assets, that will then drive the City's Water System Financial Plan (WSFP).

The resulting product received by the City will be applied for both near and long term benefits, as the City will have a plan in-place for budgeting and implementation, as well as day-to-day support to manage today's events with more insight and greater control.

Qualifications: IDM proposes a team of distinguished experts in the required fields to perform successfully on this project. The compilation of this team is unique and tailored to the City's needs today in its specific capabilities: from breadth and depth of hydraulics experience, to scope of systems planning, and hydraulic model software expertise, our team proposes over 60 years of specific hydraulic modeling experience required to directly benefit this project.

Please find a summarized list of distinguished qualifications offered for this Project:

1. **National Modeling Expertise, with Local Representation:** Key management and modeling staff for your project are industry-recognized water system modeling experts. Both Paul Hauffen as Project Manager, and Kevin Trott as hydraulic model task leader, have dedicate their careers to the needs of this Project, are based in Arcadia-CA, and will provide consistent, hands-on support to the City. We believe that these capabilities are a perfect match for your Project.
2. **Expert Sub-consultants:** Steve Bucknam, Jr., P.E. is a Principal at B&A, and is included on our project team as a technical expert related to the City's Water Master Plan & System Improvement Plan. IDM will work with B&A consistently, as it relates to project identification and planning, as well as quality control.
3. **Recent, Similar Projects:** This Project is 100% of IDM's core-business, and as such, every Project IDM completes is a similar project. IDM has worked with local and national utilities on similar projects, including Cities of Arcadia, Pomona, and La Verne, to Azusa Light & Water, Glendale and Burbank Water & Power, and more.

IDM's team of technical and water engineering experts, complemented by B&A's City experience and perspective are prepared to deliver on the expectations of this RFP.

We appreciate your consideration and look forward to collaborating with your team.

Sincerely,
IDMODELING, INC.



Paul Hauffen,
Project Manager,
Client Service Manager



City of Sierra Madre

Development of Water Production/Distribution System Hydraulic Model and Water System Master Plan

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CORPORATE QUALIFICATIONS

1 – Corporate History

1.a Our Team's Overview

IDModeling (IDM) is a San Gabriel Valley-based water engineering firm providing focused services in water distribution system hydraulic modeling, master planning, and related decision support tools since 2004. IDM is proud to team with our partner, **Bucknam & Associates (B&A)**, to complement our technical services with the experience of B&A's staff.

Since 1996, B&A has delivered management consulting services to water utilities in Southern California, including the City of Sierra Madre (City). B&A staff is made up of former city and district management officials, to quickly assess issues and provide cost effective solutions from a utility perspective.

Together, the team of **IDM/B&A** provides extensive and local expertise to the City in the specific technical and strategic needs of this Project, including more than two decades of work in the San Gabriel Valley, and over 15 projects with the City since 2002.

IDM/B&A leverages our collective strengths to meet the needs of this Project, focusing our core-business' specifically in the areas of:

- Water Distribution System Modeling,
- Water Resources, Financial Planning Services,
- Tools for Planning & Operational Support.

We use the latest advances in water distribution system hydraulic modeling software, proven and tested hydraulic operational techniques and software applications, complemented by core-competencies in GIS, Water System Hydraulics, Asset Management, Financial Planning, and referencing nearly 100 years of Master Plan, Operations, management consulting experience.

IDM/B&A provides services in the areas of:

- Hydraulic Model Creation: 1:1 from Geodatabase (GIS), including network topology review and refinement
- Hydraulic Model Calibration: Master Planning, Operational, Energy, Water Quality, Real-time
- Water System Planning: Master Planning, Asset Management, CIP Prioritization, Criticality and Risk Evaluation
- Field Support: Hydrant Testing, Sensor Placement, Uni-Directional Flushing (UDF)
- Decision Support Tools for: Leak/Break Management & Water Loss Reporting, Prioritized Pipeline Replacement w/Criticality, Likelihood & Consequence of Failure
- Utility Management Consulting: Financial/Economic Analysis, Strategic Planning, Water Resources Studies, Public Works Management, Water Rate Studies and Analysis, City Engineering Services.

1.b Location & Customer Overview

With regional offices and water utility customers throughout the US, and headquarters in Arcadia-CA, IDM is the first and only dedicated hydraulic modeling and systems planning company in the United States, **focusing all of our resources** on the advancement of water, wastewater, and recycled water system modeling for planning and operational support, with regulatory, master planning, and asset management applications.



Since its inception, IDM has experienced consistent growth, employing staff across the United States, chairing and contributing to committees and publications for the American Water Works Association (AWWA).

IDM/B&A has worked extensively with local utilities, delivering services that match the requirements of this RFP, including and not limited to: Cities of Arcadia, Pomona, La Verne, Whittier, Norwalk, Bellflower, La Habra, Lakewood, Azusa Light & Water, Burbank Water & Power, Glendale Water & Power, Los Angeles Department of Water & Power, Castaic Lake Water Agency, and many more.

While delivering services locally, IDM has also delivered similar services to customers in over 30 states across the country, **including some of the largest public and private water utilities in the US**: Los Angeles Department of Water & Power-CA, East Bay Municipal Utilities District-CA, Greater Cincinnati Water Works-OH, Charlotte Mecklenburg Utilities-NC, Seattle Public Utilities-WA, City of Anaheim-CA, City of San Jose-CA, Anchorage Water & Wastewater Utility-AK, American Water-Corporate, United Water-Corporate, California Water Service Company-CA, Suburban Water Systems-CA.

1.c Contact Information

Corporate Headquarters:

55 East Huntington Dr., Suite 130
Arcadia, CA 91006
Phone: 626.244.0700
Fax: 626.244.0702

Representative:

Paul Hauffen, Principal
Phone: 626.354.7003
Email: paulhauffen@idmodeling.com

Regional Offices: Denver-CO, Seattle-WA,
Scottsdale-AZ, Waterbury-CT, Erie-PA

2 – Qualifications: Expertise

2.1 Qualifications Overview

IDM/B&A offers diversity and redundancy, and a team built for performance, communication, and innovation throughout the execution of a project.

- **Highly Experienced Team:** The IDM team **delivers an average of 20 year's experience for your project**. Our team has dedicated our entire careers focusing on hydraulic modeling, water systems performance, infrastructure & financial planning, and program management to deliver significant depth and breadth of service to this Project.
- **Deep, Software Specific Expertise:** Our team offers over 60 years of experience in technical modeling software for this Project. **IDM team members have contributed to the development and technical support of hydraulic model software**, written training manuals for modeling construction, calibrations and applications, as well as trained 1,000s of engineers & consultants on modeling software around the United States.
- **Thought Leadership and Contributions:** IDM has led industry best practices through industry contributions, as summarized below:
 - **Lead authors for Manual of Practice for Distribution System Modeling**, AWWA M32, 3rd and 4th Editions (2011 & pending 2016): Sections on Hydraulic Model Development & Maintenance, Model Calibration, Advanced Applications.
 - **Contributing authors for the Water Utility Management Manual**, AWWA M5 (pending 2016): Sections for Information Systems, Advanced Utility Management Applications for Engineering, O&M.
 - Author for Esri's GIS-Hydraulic Model Reference Guide (2010).

Specialized Project Software: The following hydraulic modeling and Geographic Information System (GIS mapping) software will be used by IDM for the execution of this Project:

- InfoWater or WaterGEMs (at no charge to the City) - This software provides the advanced features and capabilities consultants require to build and calibrate the water distribution system model effectively and efficiently. This software can also be used to establish and analyze detailed planning periods and system deficiency recognition for the Master Plan. This software will export EPANet files for ongoing use of the Sedaru Smart applications by the City as shared above.
- Esri GIS (at no charge to the City) - This software will be used to interact with the City's GIS, and support in creating the City's water distribution system model, as well as creating maps and figures for the Project report and deliverables.

The above software represent the "tools of the trade" as required by consultants to efficiently execute a project that involves hydraulic modeling, mapping, and system planning.

4 – Quality Control Program

The IDM/B&A team is committed to quality, including the accuracy, completeness, and timeliness of our deliverables. Our team brings several distinctive, contributing factors to the quality and success of this Project, namely:

- IDM's location and personal investment in the City of Sierra Madre,
- IDM's core, specialized offerings match the specific needs of this Project, inc. software.
- B&A's history and proven track record of successful projects with the City

Our team will leverage these unique factors to deliver a City-tailored solution that accurately represents the City's needs and strategic

direction, within an aggressive timeline for the City's budgeting and implementation schedule.

4.1 Quality Assurance & Control

IDM is headquartered less than 10 minutes away from City Hall, and IDM's Founder and Principal is a former resident of the City. As a result, we are close, and personally vested in the City's success. We will leverage this proximity in the following ways to increase the likelihood of success:

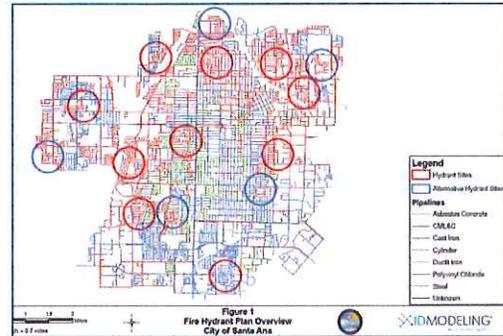
- Efficient, Personal Attention: We will invest the time to not only work with and apply City data for a water distribution system model, but to spend time with City staff, from water operations to maintenance and engineering, to create a better, more accurate deliverable. The following examples are above and beyond our normal QA/QC process:
 - IDM will **work with field crews as they respond to a leak** or break, to see the pipeline we are modeling, better understand and appreciate daily challenges, and **confirm a workflow to support leak response and water loss calculations** from the hydraulic model.
 - **IDM will be onsite to support field data collection** for the water distribution system model calibration effort. IDM will deploy one staff member to oversee the fire hydrant flow testing process **to ensure that quality field data gets collected to create a more accurate, representative model** of the City's water system.
 - *IDM will meet with City operations' staff to confirm that the water distribution system **model results represent actual system behavior, and responds to changing operating conditions as system operators would expect it to in the field.** **Critical to get staff buy-in for model results and recommendations from it.*

- Applying Technical Expertise Throughout: IDM brings expertise with hydraulic model construction from GIS, hydrant flow testing for calibration, and water system analysis. As such, we will employ strategies to the City's Project unique to its GIS, data available, and limited staffing resources.

- IDM will issue a **Data Request List (DRL) upon notice-to-proceed** to support immediate data collection and review. The DRL will be specific to the data available at the City, and will color-code data needs based on priority, as below. This approach will assist the City's prioritization of time and effort, while ensuring the project kicks-off strong to meet schedule.

| Item # | Description | Format | Source | Priority | Notes |
|--------------------------|---|------------|--------|---------------|---|
| A. GIS DATA | | | | | |
| 1 | GIS Database for Facility Locations | gdb | City | Standard Data | City provided the current database to be used for model construction. It is not a GIS database, but it is a GIS database. |
| 2 | Hydrant Data (if not included in GIS Database) | gdb or xls | City | Standard Data | Used to identify hydrant locations and hydrant status. |
| 3 | Customer Meter Locations (if available) | gdb or xls | City | Standard Data | Used to allocate demands to appropriate junctions. |
| 4 | Sanitary Data (if available) | gdb or xls | City | Standard Data | Used for sanitary system simulation. |
| B. HYDRAULIC DATA | | | | | |
| 5 | Manufacturing Pump Curves for All Pumps | gdb | City | Standard Data | Manufacturing pump curves will be used to develop model pumps with the system. |
| 6 | Plant Efficiency Rates for All Pumps (if available) | gdb | City | Standard Data | Plant efficiency rates will be used to develop model pumps with the system. |
| 7 | Tap City Plans for Reservoirs, Booster Stations, and Water Towers | gdb | City | Standard Data | Tap city plans will be used to develop model system facilities including reservoirs, booster stations, and water towers. |
| 8 | Water Temperature | gdb | City | Standard Data | Temperature data will be used to develop model system facilities including reservoirs, booster stations, and water towers. |
| 9 | Water Distribution Data | gdb | City | Standard Data | Water distribution data will be used to develop model system facilities including reservoirs, booster stations, and water towers. |

- IDM will bring **quality control techniques to the City's water distribution system model construction** from its GIS, including the following queries to validate thorough and accurate model construction: nodes in close proximity, pipe split candidates, crossing pipes, pipeline diameter and parallel pipe anomalies, and more.
- IDM will create a **Hydrant Testing Calibration Plan** to help optimize City resources and minimize water spent in the field when flowing hydrants. IDM's model calibration approach will maximize results to the water system model by ensuring the best possible field data collected, with minimal impact to City staff and resources. The following figure is hydrant flow testing map used to coordinate with City staff.



- Leveraging Unique Differentiators, Including IDM Software and B&A Experience: IDM will deploy its proven, interactive Sedaru software to enhance the transparency of Project deliverables, while also utilizing B&A's decade of experience with City projects, staffing, challenges, and financial priorities.
- IDM will **deploy its Sedaru software to the City early and throughout the Project, to interact with the water distribution system model as it gets developed and calibrated.** Using the Sedaru software, the City can QA the model efficiently and easily, sharing it with staff as a simple model viewer.
- Once the water distribution system model is calibrated (ie., matching field data), **IDM will coordinate initial model findings with B&A's City experience.** As B&A brings extensive experience with City facilities, past projects, and staff expectations, IDM will collaborate with B&A to ensure project recommendations are practical, and meet the expectations of the City.
- IDM will deploy the Sedaru Smart CIP software, and work interactively with B&A **to integrate the City's prioritization methodology, water system model results, and B&A's City-specific CIP experience.** This will ensure a consensus building, data driven, highly defensible, and repeatable process for pipeline prioritization.

5 – Project Team & Resumes

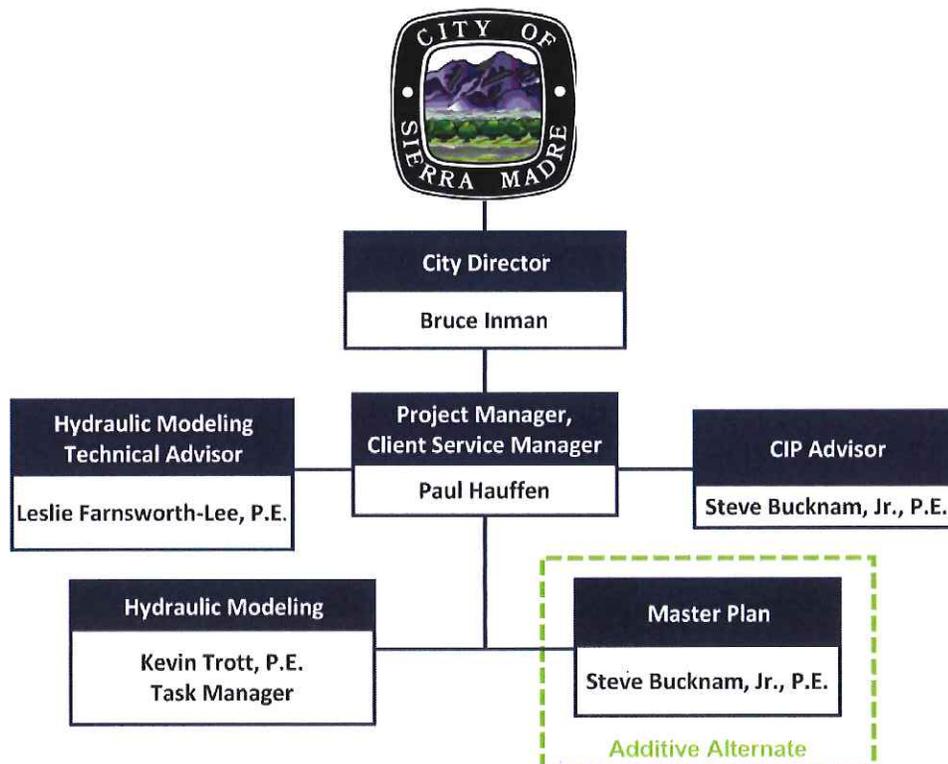
4.1 The IDM/B&A Project Team

The IDM/B&A Team provides expertise in each role required by this Project. Please find below a summary of each role and key team member in per the below Project Organizational Chart:

- **Paul Hauffen, Project Manager/Client Service Manager** – Paul brings 22 years of experience, and will serve to coordinate and oversee scope, schedule, budget and expectations of the entire project, in close coordination with Bruce Inman of the City. Paul will also coordinate with the City and B&A to deploy the Sedaru software interactively between all performing parties in the Project.
- **Kevin Trott P.E., Water Distribution System Model Task Manager** – Kevin brings 10 years of experience, and will drive the model construction, calibration, and analysis efforts related to pipeline prioritization and any

additive alternate scope related to planning period analysis. Kevin will work with B&A for any Master Plan related tasks.

- **Steve Bucknam P.E., CIP Advisor and Master Plan Task Manager** – Steve brings over 30 years of experience, and more than a decade of experience with the City. Steve will be supervising and contributing to the strategic aspects of the pipeline prioritization task as well as the potential, Additive Alternate non-pipeline linear Master Plan. Steve will bring expertise related to past City projects, current City pipeline prioritization methodology, cost estimating, and budgeting.
- **Leslie Farnsworth-Lee P.E., Modeling Technical Advisor** – Leslie brings over 20 years of experience distribution system modeling for water systems across the United States. She has served as QA to Kevin Trott and our team for several years, and brings an experienced perspective in her technical review and written technical documentation.



Paul Hauffen

Project Manager, Client Services Manager

As Founder of IDModeling, Inc. (IDM), Mr. Hauffen has focused the direction of the company towards specializing in water/wastewater system modeling, asset management, and smart water/real-time applications for water efficiency. Mr. Hauffen has expertise in water distribution system analysis and is a recognized expert in hydraulic modeling and engineering software applications.

His career includes serving the water industry as a key executive for leading water resource software and consulting firms, where he delivered asset management and water master plans, operational optimization studies, enterprise system integrations, and initiated the product market research and development of Sedarū, a smart water network software-as-a-service (SWNS), for water/wastewater utilities, across the U.S. He has delivered hydraulic modeling seminars, trained leading infrastructure data modelers of the nation's largest engineering firms, and co-authored papers and industry manuals of practice on hydraulic modeling and water information management.

Selected Project Experience

City of Hesperia, Hydraulic Modeling for, Water Master Plan, & Recycled Water Master Plan – CA:

Project Manager responsible for updating the City's existing water distribution system model in **H2ONET** and performing analysis including identifying and alleviating deficiencies for the CIP and optimizing pumping costs using energy simulation analyses. Tasks involve updating of diurnal curves, demands and demand allocations, pumping controls per SCADA, and recalibrating the water model for 48-hour duration. **Recycled Water Master Plan:** Project Manager overseeing the creation of a backbone recycled water model for Hesperia's future

growth. Tasks include creation of the distribution system, tank sighting, and pump station allocations in alignment with forecasted recycled water customers. Work performed in the **InfoWater** modeling software.

City of Brawley, Integrated Master Plans – CA:

Served as Principal in Charge: As a subconsultant to Psomas, IDModeling provided services in water model development and system analyses of the City's Integrated Water/Wastewater/Stormwater Master Plan. Model development and analyses was completed in **InfoWater** modeling software. The model development included verifying system connectivity and facility information, loading of water demands, and model validation using available field data. Existing system analyses were modeled for peak hour demand conditions, fire flow, and water age. Future system analyses identified needed improvements for build-out conditions and phasing of the recommended improvements for CIP planning. The final model will be provided to the City in **EPANet** for their use and training will be provided. As project manager Ms. Robertson provided QA/QC of the model development and analysis results.

Burbank Water & Power, Development and Calibration of a Recycled Water Model – CA:

Project Manager/Engineer to build BWP's first recycled water system model. Project works with BWP's GeoDatabase, operations, and engineering department for model construction and calibration. Objective of the project is to develop a Steady State model for compatibility with the future implementation of an Extended Period Simulation for recycled water demand management. The model covers 4 pressure zones with a reclamation plant, a hydro pneumatic pressure zone, and 4 booster pumping stations in **H2OMAP Water**.

Cambria Community Services District, Task 3 Water System Modeling & Recycled Master Plan – CA:

Project Engineer responsible for client

coordination for water & recycled water distribution analysis in **H2OMAP** to determine existing and future deficiencies based on several variant growth alternatives. Primary focus of the system modeling plan involved evaluating prioritized improvements for piping and storage to address District's fire flow requirements. System modeling plan completed with CCSD Board having approved \$225,000 towards the recommended Priority Phase 1 improvements. System upgrades included a portion of the proposed 2 miles of pipeline and additional storage.

City of Santa Ana, Water System Computer Modeling – CA: Served as Project Manager. The key objectives of this Water System Computer Modeling Project include: building an accurate, operational hydraulic model; calibrating the model to consistently achieve regulatory compliance, assure pipeline capacity for consistent, acceptable customer service, and optimize operations to reduce wear on facilities and operational spending; and analyzing the water system model by applying planning and operational criteria. Results of these analyses will be directly applicable to the City's Water Master Plan, and provide insight into fire flow deficiencies, locations of vulnerability, potential flushing areas, and system bottlenecks to reduce energy spend.

City of Lakewood, Water Distribution Model – CA: Principal in Charge: responsible for building a water distribution system model from their GIS data performing analysis including identifying and alleviating deficiencies for the CIP and optimizing pumping costs using energy simulation analyses. Tasks involve cleaning GIS data, updating of diurnal curves, demands and demand allocations, pumping controls per SCADA, and calibrating the water model for 72-hour duration.

City of Anaheim, Water Distribution System Modeling – CA: Principal in Charge. Responsible

for technical oversight and client delivery for extensive steady state and 7-day EPS operational ("macro EPS") for both maximum and minimum day calibrations for the **InfoWater** water system model, which included 24 pressure zones, 65 booster pumps, and 31,000 pipes. Project involved 1:1 GIS: Model construction, fire hydrant testing plan, field coordination and data collection, 168 hour EPS calibrations for 2 demand conditions and multiple validating operational scenarios. Oversaw operator workshops to develop detailed control sets to simulate the system's current manual operation scheme and delivered technical guidance for customized InfoWater training workshops as part of model delivery.

Orange Water Division - City of Orange Water System Master Plan, City of Orange – CA: Project Manager. Constructed the water system model 1:1 with the City's GIS 33,000 pipe GeoDB. Resulting model was 26,000 pipes in MWH Soft's **InfoWater**. Water system had 11 pressure zones and its demand was allocated using billing-to-parcel-parcel-level loading. The submitted model was steady state calibrated within the target tolerance for over 200 points across the system and proved master-plan ready for the City ongoing CIP generation.

Education

- B.S. Civil Engineering, Loyola Marymount University, 1994

License/Affiliations

- Member of AWWA/Engineering Modeling Applications Committee and Asset Management Committee

Areas of Expertise

- Model Construction & Calibration
- Distribution System Water Quality Analyses
- 1:1 GIS:Model Construction and Sustainability
- Water Operations Optimizations
- Asset Management and Technical Planning
- Smart Water Network Software Application Development

Kevin Trott, P.E.

Task Manager, Hydraulic Modeling and Alaysis

Mr. Kevin Trott specializes in model construction and calibration, operational evaluations, design support, and master planning for water, recycled water distribution, and wastewater collection systems. In his 10 years of experience, he has built and calibrated models for utilities ranging from a service population of 10,000 to those with a service population of over 500,000. Mr. Trott has completed multiple water & recycled water distribution system master plans which determined system deficiencies and CIP recommendations. In addition, he has provided hydraulic modeling support and training to design engineers including system curve development, alternative analysis, water quality analysis and transient wave analysis.

Mr. Trott is an expert with Innoyze software including H2OMap Water, InfoWater, WaterGEMs, and more, as well as ESRI ArcGIS software, the base program that many of these models are built upon.

Selected Project Experience

East Orange County Water District Master Plan – CA: Project Engineer, Modeler. IDM used Innoyze **H2OMap** software to analyze the District's distribution system as part of the EOCWD Master Plan. Using H2OMap, the Districts model was updated with new and proposed pipelines. Using the model, IDM identified deficient locations within the District's distribution system. Alternative operational scenarios were tested to determine the viability of new facilities, including the addition of a new water treatment plant. The analysis also included emergency operational scenarios to test the movement of water from lower zones to higher zones, which is the reverse of current operations. In addition, IDM completed a fire flow analysis of all hydrants within the District's

Retail System to determine the locations with deficient fire flows.

City of San Jose Recycled Water Master Plan – CA: Project Engineer, Modeler. IDM created model scenarios to test the recommended improvements for the near-term CIP and the build-out CIP. The analysis was completed using the agency's **InfoWater** model. The system consists of three pressure zones, with system supplies from a water reclamation plant. During the course of the project IDM calibrated the model to using existing controls and determined the maximum demand that the system could supply using the existing controls.

Castaic Lake Water Authority, Recycled Water Master Planning – CA: Project Manager, Modeler. IDM created model scenarios to test the recommended improvements for the near-term CIP and the build-out CIP. The analysis is currently being completed using the agency's **InfoWater** model. The project consists of three phases, with buildout system supplies from two water reclamation plants. During the course of the project IDM calibrated the model to using existing controls and determined the maximum demand that the system could supply using the existing controls. In addition, multiple proposed pipeline alignments and facilities were simulated.

City of Pomona – Bonelli Park Analysis – CA: Project Manager. IDM created model scenarios to test combining the existing recycled water system with the Bonelli Park recycled water system. The analysis was completed using the agency's **InfoWater** model. The project consists of two phases, with an additional reservoir and pump station proposed to serve the near term system. During the course of the project IDM developed a new control strategy and determined additional improvements to reliably service existing customers while meeting the City's storage goals.

City of Santa Ana Water System Computer Modeling – CA: Project Engineer, Modeler. For

the City of Santa Ana, IDM developed and calibrated the potable water system model in Bentley **WaterGEMS** using the City's geodatabase. The system consists of two pressure zones and is supplied by groundwater and the Metropolitan Water District. IDM created the model, assigned water use demands, and calibrated the model under both steady state and 48-hour extended period simulation conditions. In addition, base scenarios were created to conduct the following: a water quality analysis, a system wide fire flow analysis, and an energy analysis. The hydraulic model was exported to an EPANet file and utilized within IDM's own proprietary software to conduct a criticality analysis of the distribution system.

City of Santa Ana Water System Master Plan – CA: Project Manager, Modeler. For the City of Santa Ana, IDM is utilizing the potable water system model in Bentley **WaterCAD** to analyze the proposed increase in demands and develop the near term and buildout capital improvement plan. The system consists of two pressure zones and is supplied by groundwater and the Metropolitan Water District. IDM is calculating the proposed demands in conjunction with the City's planning department.

East Orange County Water District Water Quality and Emergency Operations Analysis and As-needed Services – CA: Project Engineer, Modeler. IDM used Innovyze **H2OMap** software to complete the Water Quality and Emergency Operations Analysis for the District's Wholesale System to determine the minimum flow rate required to maintain the quality of water in the pipelines and the storage tanks. The minimum demand for each turnout was calculated in addition to the minimum system demand to maintain adequate water quality. Two emergency outage scenarios were analyzed to determine appropriate operating procedures if a Metropolitan Water District turnout was inoperable or if the Diemer Water Treatment

Plant was offline. In addition, IDM has completed multiple fire flow analysis on the District Retail System to determine the available fire flow for proposed developments.

Apple Valley Ranchos Water Company Water Main Transmission Study – CA: Project Engineer, Modeler. For the Apple Valley Ranchos Water Company, IDM completed a study to determine existing and future pipeline improvements. Analysis is being completed using the agency's **InfoWater** model. The system consists of seventeen pressure zones, with all system supplies located in just two pressure zones. During the course of the project IDM updated the model, assigned water use demands, and created existing and future design scenarios to test worst case conditions. In addition, and worst case fireflow scenario was completed.

City of Huntington Beach Water Master Plan - Buildout Analysis Optimization – CA: Project Engineer, Modeler. For the City of Huntington Beach, IDM analyzed build-out scenarios to determine proper operation of new facilities under increased demand conditions. Three scenarios were run in Bentley **WaterCAD** software to determine proper pump and reservoir operation.

Education

- B.S., Civil Engineering, Loyola Marymount University, 2005
- M.S., Environmental Engineering, University of California, Berkeley. 2006

License/Affiliations

- California Professional Engineer Certificate: #C 74730

Areas of Expertise

- Water Model Construction, Calibration, and Analysis
- CIP Development and prioritization
- GIS driven model construction
- Project Management
- Software training

C. Stephen Bucknam, Jr., P.E.

CIP/Master Plan Advisor

Over forty eight years' experience in the administration, management, planning, design and construction management of public works and development programs and projects including: water and wastewater projects, transportation, drainage, including: program management, master planning, infrastructure planning, maintenance programming, environmental studies, street, highway, alley, storm drain, water and sewer system design, rate studies, emergency planning, facilities design, groundwater studies, wells, reservoirs, site studies, pump stations, lift stations, intergovernmental negotiations and agreements, hydrology, treatment facilities, building design, grants, regulatory permitting, system appraisals, R/W negotiations, acquisitions and documentation, project management, production control, operations studies, capital improvement programming and budgeting, hydroelectric projects, underground utilities, assessment districts, assessment engineering services, surveying, mapping, testimony to public boards, commissions and councils, expert witness testimony and direction of technical advisory committees to joint powers agencies and water districts.

Selected Project Experience

Provided program management service to several agencies in Southern California. Services involved assistance in obtaining federal grants for infrastructure system reliability from the federal government under the Water Resources Development Act (Corps of Engineers); as well as EPA State and Tribal Assistance Grant (STAG) programs. Assistance in scoping legislative grant language coordinated with each agency's legislative advocates is provided along with program management of studies and design

efforts through the US Army Corps of Engineers. Over an 18 year period involving over \$12,000,000 in federally appropriated dollars which have been distributed to the Cities of Norwalk, Arcadia, Sierra Madre, Huntington Beach, Santa Monica, Whittier, Newport Beach, Inglewood, Whittier, South Montebello Irrigation District and the Twentynine Palms Water District. He co-chaired a statewide task force to work with the Corps of Engineers, the California Water Commission,

Directed Construction Management of the **City of Sierra Madre's** \$4.4 M Grove Reservoir project. This 2.8MG Water Storage Reservoir was partially funded through federal funds obtained through the United States Environmental Protection Agency's State and Tribal Assistance Grant Program. The project involved the removal of an existing concrete reservoir constructed in the 1920's which was deemed seismically deficient and replacing it on the same site with a new double chamber circular prestressed concrete reservoir... Construction management, resident engineer and inspection services were provided on this project, which completed in 2004. The project won a Project of the Year Award from the American Public Works Association Southern California Chapter in December 2004.

Directed the preparation of the **City of Sierra Madre's** 2002 & 2005 Water System Financial Plans. These comprehensive reports developed a ten-year Water System Improvement Plan, which set forth Capital Improvement requirements for the City's water System. The analysis also identified water supply and water rates issues and made recommendations to increase water supply reliability. A water rate analysis of comparative agencies was conducted and recommendations made to establish a ten-year water rate, service charge and capital charge program to fund both the water system operations and capital programs. The analysis included review of several alternative funding

programs and presentations to City Council leading to the approval of an initial two-year budget working towards the ten-year program.

Directed the preparation of the 2000 Urban Water Management Plans for the cities of Inglewood, Norwalk and **Sierra Madre** and provided assistance to the City of Arcadia in the preparation of their 2000 UWMP. These comprehensive plans provide for an evaluation of a water systems short and long term water supply reliability based upon projected land use and growth projection, Also included are considerations for water conservations and emergency curtailment of supplies in the event of a drought.

Provides ongoing program management of water & wastewater system reliability studies and design of major infrastructure programs funded through the Water Resources Development Act in conjunction with the U.S. Army Corps of Engineers. These comprehensive studies include water system restoration programs for the cities of Norwalk, Arcadia, **Sierra Madre**, Santa Monica, and the Twentynine Palms Water District. Wastewater and drainage system reliability studies are being conducted in the city of Huntington Beach. The work involved developing program and project scopes, representing the cities and program manager and providing technical direction and consultation to the Corps consultants and in-house staff.

Directed the preparation of the City of Cerritos Emergency Response Plan. This comprehensive plan provided for the development of protocols for emergency response related to the City's domestic water and recycled water systems. The ERP was coordinated with the City's Public Works Department Water Division management and operational supervisors and provides for clear and concise response mechanisms in the event of an emergency at any of the systems key elements, such as reservoirs, pump stations, wells, transmission or distribution main systems.

The work was prepared in collaboration with the City's overall emergency response program through the existing State Emergency Management System (SEMS) system.

Directed the development of a Water Enterprise Plan (WEP); prepared by a consultant to the City of Beverly Hills. The WEP addressed the long term programmatic approach to attain water supply reliability to supply the needs of the City over a multi-year planning horizon. The Analysis involved a comprehensive review of potential water supply options including, water banking, groundwater supply development, future recycled water, and desalination and local spring water sources.

Providing Water Resources ongoing Consulting services to the cities of Norwalk, Bellflower, La Habra & Montebello; covering planning, design and construction Program Management oversight of various projects including wells, transmission and distribution pipelines and water treatment facilities.

Education

- B.S., Civil Engineering, Loyola University of Los Angeles, 1967
- M.S., Environmental Engineering, Loyola University of Los Angeles, 1972

License/Affiliations

- Registered Professional Engineer, States of California (No.20903) and Washington (No.17310)
- California State Community College Teaching Credential
- Fellow, and Life Member, American Society of Civil Engineers
- Former Chair and Member of the Board of Directors – Urban Water Institute
- Life Member, American Public Works Association
- Life Member, American Water Works Association
- Member, Water Environment Foundation

Leslie Farnsworth-Lee, P.E.

Technical Advisor, Water Distribution System Model

Ms. Lee has worked for over 20 years as a consulting engineer experienced in all facets of water and wastewater infrastructure from planning studies to design and construction management; developing and managing budgets; and performing all engineering work. She has extensive hydraulic modeling experience using Bentley Systems, Innowyze, and EPANet modeling software including model construction/updates; model import from and export to different software packages; steady-state and EPS model calibration; pump, storage and fire flow analyses; and scenario development. Ms. Lee has performed hydraulic modeling on planning studies for pressure and gravity systems with populations ranging from 250 to 300,000 residents. She is organized and able to prioritize multiple tasks to complete projects on time and within budget. She is skilled at cultivating excellent working relationships with clients, contractors, and colleagues.

Selected Project Experience

Nevada Irrigation District Lake Wildwood and North Auburn Analyses – CA: Project Manager & Project Engineer. This ongoing project includes an analysis of the Lake Wildwood and North Auburn portions of the NID potable water system. The analyses include developing system-specific diurnal curves, validating both systems against SCADA data, and evaluating system performance during peak hour and maximum day plus fire flow demand scenarios as well as tank performance during maximum day demands over a 24-hour extended period simulation. The evaluation will identify “big picture” deficiencies and provide the District with an operationally-driven capital improvements plan.

Nevada Irrigation District E. George to Cascade Shores Analyses – CA: Project Engineer. The

Cascade Shores (CS) portion of the Nevada Irrigation District (NID) system is currently not connected to the rest of NID’s system and receives all potable water from the Cascade Shores WTP. NID plans to construct a new 12-inch diameter pipeline connecting the CS service area to the E. George service area and decommission the CS WTP and Sargent Jacobs Pump Station (SJPS). The goals of this project were to confirm through hydraulic modeling that the proposed pipeline could adequately supply the CS area and sustain a 1,000 gallon per minute (gpm) fire flow during a maximum day demand condition with the WTP and SJPS offline. IDModeling developed a list of capital improvements projects needed to provide the desired services while maintaining acceptable pressures.

Nevada Irrigation District Loma Rica to Lake of Pines Pipeline Master Plan – CA: Project Engineer. As a follow up to the Loma Rica to Lake of Pines Pipeline Analysis (see project below), the Nevada Irrigation District (NID) requested a full master plan for the LoP service area to determine the infrastructure requirements that will allow NID to accept new customers along the new pipeline and determine the extents for expansion which NID can adequately provide service along the proposed pipeline alignment. This project included evaluating three alignments for an extension of the 12-inch pipeline already under construction and an extensive evaluation that included maximum and minimum day demands with the LoP WTP online and offline.

City of Westminster Pecos Waterline Outage Evaluation – CO: Project Engineer. The City was forced to shut down approximately 250 lineal feet of 12-inch waterline in Pecos Street between 112th Avenue and 116th Avenue due to numerous breaks. IDModeling performed a fast-track analysis of the system to determine if the waterline could remain out of service for an extended period or if emergency design was

required, and if the replacement pipe should be upsized. The analysis showed that the closed pipeline had little impact on system performance; neither emergency design nor upsizing the pipe was necessary.

City of Westminster Sheridan Boulevard Waterline Replacement Evaluation – CO: Project Engineer. The City of Westminster determined the need to replace approximately 2 miles of pipeline in Sheridan Boulevard that has reached the end of its useful life. This project included evaluating various pipe materials and replacement methods including open-cut and slip lining. The chosen pipeline material and method impacted the inside diameter of the pipeline, which impacted system hydraulics. IDModeling performed a detailed analyses of four different pipe materials to determine the impact of different pipe diameters on system performance under future peak hour and maximum day plus fire flow demand conditions.

City of Westminster 2014 Pump Station Improvements – CO: Project Engineer. The City of Westminster determined the need to replace an existing booster pump station serving a closed pressure zone (i.e. no floating storage). IDModeling was tasked with developing system head curves under varying demand and suction side head conditions using the City's hydraulic model. The system head curves were developed using pressure dependent demands to accurately represent the head losses throughout the closed zone without creating abnormal operating conditions. The selected pump curves were then verified using the model under maximum day and peak hour demand conditions.

City of Westminster PRV Repair & Replacement – CO: Project Engineer. IDModeling performed detailed hydraulic analyses on several pressure zones to determine the need for pressure reducing valve replacements. The analysis helped determine which PRV should be replaced, which pressure zones could be redefined or

combined, and how many PRV vaults could be abandoned by the City to reduce O&M costs. Water age analyses were performed to determine areas with low circulation. The City was able to realize more efficient pressure zone operations and maximize circulation within the study area to minimize water age and maximize chlorine residuals.

Nevada Irrigation District Loma Rica to Lake of Pines Pipeline Analyses – CA: Project Engineer. The Lake of Pines (LoP) portion of the Nevada Irrigation District (NID) system is currently not connected to the rest of NID's system and receives all potable water from the LoP WTP creating a weak link in the system. To improve service to the LoP customers, NID is constructing a new 12-inch diameter pipeline to connect the LoP service area with the rest of the NID system. IDModeling performed extensive hydraulic modeling to confirm that the proposed pipeline can provide adequate redundancy for the LoP WTP and sustain a 1,000 gpm fire flow with a 20 psi residual pressure. The analysis was performed using steady-state and EP simulations with the LoP WTP online and offline. The analysis also included evaluating the optimal location for a pressure reducing valve to protect low lying areas from excessive pressure.

Education

- B.S., Civil Engineering, Arizona State University, 1994
- M.S., Civil/Environmental Engineering, Arizona State University, 1996

License/Affiliations

- Colorado Professional Engineer Certificate: #34739

Areas of Expertise

- Strong understanding of hydraulics and water systems
- Water Model Construction, Calibration, and Analysis
- Master Planning and GIS driven model construction

PROJECT APPROACH

1 – Scope of Services

1.1 A Tailored, Technical Approach

The team of IDM/B&A proposes a custom-fit approach to this Water Master Plan and Water System Improvement Program for the City. Our team will apply the latest, proven methodologies to water distribution system modeling, planning and combined with the experience and perspective of B&A, IDM's deliverable will be impactful, meaningful, and sustainable.

Phase 1: Project Management

Water Distribution System Model & Master Plan: Our team will meet with the Bruce Inman, the City's lead and point-of-contact for this Project, and other stakeholders as appropriate, at key points during the project, including the following key milestones:

- Project Kickoff Meeting,
- Water System Modeling Calibration Results (online optional),
- Water System Master Plan Recommendations (online optional),
- Water System Master Plan Deliverable and Training

Given IDM's proximity to the City (less than 10 minutes), we propose meeting to be held in-person, at no additional expense to the City. We believe in personal attention, and in-person meetings will facilitate greater input, feedback and help solidify our relationship. Alternatively, if the City prefers online meetings due to schedule constraints, this can also be accommodated.

2 Additional Meetings with City Field Staff & Operators (at no expense to the City): Our team will conduct 2 additional meetings with water system and field operators to **acquire buy-in on the water distribution system model and understand field workflows related to leak identification, inspection and response.**

Water System Improvement Program (WSIP), Additive Alternate: Should the City elect to procure the additive alternate scope of services to complete a WSIP, our team will meet with the City and stakeholders at key points during the project, including the following key milestones:

- Project Kickoff Meeting,
- Water System Improvement Program Recommendations

Phase 2: Hydraulic Model Development

Our team will work with the City to perform the following critical tasks to create an accurate, high quality water distribution system model:

1. **Efficient Data Collection:** Using our proven prioritized, color-coded Data Request List (DRL), IDM will work closely with the City to receive priority data for model construction, and model calibration. If necessary, and at no charge to the City, IDM can visit City offices to assist with onsite data collection.
2. **Hydrant Testing Calibration Plan:** IDM recommends conducting hydrant flow tests to collect meaningful data upon which to calibrate the water system model. **IDM will create a calibration plan to manage and minimize the water spent, while helping crews deploy efficiently to manage limited resources.** IDM can work on the calibration plan in parallel with other tasks, to provide the City enough time to schedule resources well in advance.
3. **Use of Hydraulic Model Viewer for QA:** Using the Sedaru software, IDM will deploy the calibrated water distribution system model to the City for internal sharing and review. This will help facilitate in-person or online meetings such that the City can review their digital water model, as well as results re: pressures, flows, fire flows, identified deficiencies, and predicted response to varying operational conditions.

Phase 3: Development of the Pipeline Prioritization Water Master Plan

The team of IDM/B&A will work collectively to leverage our combined expertise in water distribution system models, master planning, related tools and technology, with B&A's history of City projects and programs to incorporate the City's Water Main Replacement – Evaluation Matrix as the basis methodology to prioritize pipeline replacement projects. Our team will reference this Matrix as a guide, implementing the follow approach to the City.

1. **Needs Assessment and Integration into IDM's Sedaru Smart CIP software:** IDM will work with the City to collect and integrate all available data, which may include and not be limited to: pipeline age, leak history, hydraulic model results, fire flow capacity, criticality, effect on critical customers, location of construction and other. The purpose of this task is to develop the foundational, integrated database that will replicate, refine, and automate the City's current Evaluation Matrix.
2. **Weighting and Factoring of Likelihood of Failure, Consequence of Failure and more:** IDM will work with B&A, the City and all appropriate stakeholders to rank and weight the system deficiencies that will drive pipeline prioritization. These deficiencies will and may not be limited to:
 - **Operational Deficiencies** - These projects are assumed to be of the highest priority due to a history of significant leaks and main breaks.
 - **Material Deficiencies** - Projects in this category have been assigned due to the fact of known physical constraints such as unlined and coated steel pipe, unlined cast iron pipe, or asbestos cement pipe.
 - **Hydraulic Deficiencies** - This project category indicates those transmission and

distribution water lines which have proven to be hydraulically deficient by pressure, velocity and/or fire flow capacity.

- **Maintenance Deficiencies** - These designations reflect system infrastructure such as wells, reservoirs and pump stations, which are near or beyond here useful lives and requiring increased periodic maintenance of the facilities.
3. **Deliver a concise, thorough report with recommendations and cost estimates, with a sustainable tool to update the prioritization plan should operational events require revisiting, or stakeholders and priorities change:** Based on findings of the Smart CIP software and with the combined history and practical experience of B&A, our team will deliver to the City a Report summarizing our findings as well as the Smart CIP tool for ongoing planning and prioritization.

Phase 4: Rollout Sustainable Tools for Ongoing Operational Support

IDM will deploy the Sedaru Smart Outage software for field crew support in responding to leaks, breaks, and calculating water loss. IDM will have visited field crews to understand workflows, and deployed the software to support their day-to-day activities. This software will support the City in tracking, trending, monitoring leak response, as well as knowing which valves are inoperable in the field, which customers are getting affected, automating water loss calculations and reports.

Phase 5 (Additive Alternate) - Water System Improvement Program (WSIP):

If the City selects this scope of service, IDM will support B&A with water system modeling support for the 15-year planning horizon WSIP. B&A will consider the following critical factors when completing the WSIP:

1. Project Designation & Description - Each project or program would be described by name with an alpha-numeric designator tied to the proposed WSIP". A WSIP spreadsheet would designate for each prioritization category, specific detailed information for each project.
2. Justification Category – This column on the WSIP spreadsheet would indicate the primary justification category, as described above, followed by secondary categories which add further justification to the project.
3. Anticipated FY Expenditures Over the Selected Planning Horizon – Fiscal Year expenditures projections would be indicated for each Prioritization category over intermediate planning periods over the selected WSIP Planning Horizon.
4. Cost Summaries by Intermediate Fiscal Year Periods - Estimates of probable cost, including planning, design and construction, at a conceptual level are made for each intermediate period.

2 – Project Schedule

Our team will deploy resources, and efficiencies throughout the Project to complete the water distribution system model, Water Master Plan, Report, deployment and training of interactive tools for engineering, O&M within 6 months of notice-to-proceed, inclusive of Thanksgiving and Christmas Holidays, by February 2017, as shown in the proposed Project Schedule presented on the following page.

***Important Schedule/Delivery Note:** Although the Project Schedule and Final Deliverables are proposed in February 2017, **the pipeline prioritization plan and cost estimates can be delivered by end of Calendar Year.**

3 – Current Staffing Levels

This Project is well timed, as our proposed Team is completing a slate of projects by September, that will allow full-time dedication to this important project for the City.

All staff members proposed are available for the City's deployment as fast as the City can perform.

Proposed Project Schedule

| Water Production/Distribution System Hydraulic Model & Master Plan | | |
|---|--|----------------------------------|
| 1 | Project Management | September - February 2017 |
| A | Project Meetings & Administration | September - January 2017 |
| B | Data Collection & Design Criteria | September - October |
| 2 | Hydraulic Model Construction & Loading | September - October |
| A | Distribution System Creation | September |
| B | Facilities Creation | September |
| C | Demand Allocation & Scaling | October |
| D | System-wide Demand Peaking | October |
| E | Elevations | October |
| F | Fire flow assignments | October |
| 3 | Hydraulic Model Calibration | October - November |
| A | Hydrant Testing Plan & Field Support | October |
| B | Steady State Calibration | November |
| 4 | Near Term CIP Development & Deliverables | December |
| A | Scenario Development & Analysis | December |
| B | Scenario Analysis & Pipeline Replacement Projects | December |
| 5 | Technical Memorandum & Deliverables | January 2017 |
| A | Model Deliverables | January |
| B | Technical Memorandum and all Deliverables | January |
| 6 | Criticality, Leak Management & Reporting | February 2017 |
| A | System Criticality, Leak Management & Reporting | February |
| SUBTOTAL Model + Water Master Plan (w/o Additive Alternate Scope) | | September - February 2017 |
| 7 | Additive Alternate Scope: 15-year Water System Improvement Plan (WSIP) | December - March 2017 |
| A | Research & Assessment | December |
| B | Needs Definition | December |
| C | Development of WSIP Multi-Year Recommendations & Supporting Hydraulic Model Analyses | January - February 2017 |
| D | Water System Improvement Program Report Deliverable | March 2017 |
| SUBTOTAL Additive Alternate Scope (WSIP) | | December - March 2017 |
| TOTAL Water Master Plan + Water System Improvement Plan | | September - March 2017 |

4 – Recent Projects

City of La Palma - CA: IDM teamed with *Bucknam & Associates* to build, calibrate and provide all hydraulic modeling analysis and capital planning support for the development and prioritization of a pipeline prioritization program and water system master plan. IDM provides ongoing support for hydraulic modeling, engineering analysis, and related technology. Hydraulic model was built from the City's AutoCAD system, and leveraged utility operations and fire flow tests to calibrate system hydraulics.



- **Utility Size:** 8,000 service connections
- **Model Characteristics:** Steady State (snapshot) simulation for planning analysis.
- **Differentiating Qualifications:** The City runs IDM's Sedaru software as their modeling and field work order management application for their day-to-day O&M specific needs.
- **Reference:** Carlo Neferetti, Water Supervisor (714) 690-3312

East Orange County Water District - CA: IDModeling developed, calibrated, and ran water system master planning analysis for EOCWD's Water System Master Plan. IDM provided all hydraulic modeling analysis and capital planning support in the development and prioritization of a water system master plan, focusing on prioritized pipeline and operational improvements to support projected growth. IDM also provided water quality modeling analysis to the District as it relates to serving EOCWD's wholesale customers. IDM provided training, and ongoing support for GIS, hydraulic modeling,

engineering analysis, and related technology. Hydraulic model was built from the District's AutoCAD system, and leveraged utility operations and fire flow tests to calibrate system hydraulics.



- **Utility Size:** 2,500 retail service connections
- **Model Characteristics:** Steady State (snapshot) and Extended Period Simulation (dynamic) for planning and operational analysis
- **Differentiating Qualifications:** The District runs IDM's Sedaru software for modeling, outage/leaks & breaks, and field work order management for their day-to-day O&M specific needs, for their water & (pending) sewer system. Includes criticality analysis to support leak/break response, and emergency response planning.
- **Reference:** Lisa Ohlund, General Manager (714) 538-5815

Phelan Pinon Hills CSD - CA: IDModeling completed the District's first Water System Master Plan. IDM developed, calibrated, and ran all distribution system hydraulic analysis in support of a focused, prioritized pipeline replacement plan, in addition to completing a phased plan for all facilities based on growth projections. Hydraulic model was developed from the District's GIS system, and leveraged utility operations and fire flow tests to calibrate system hydraulics.

- **Utility Size:** 7,600 service connections
- **Model Characteristics:** Steady State (snapshot) simulation for planning analysis.

- **Differentiating Qualifications:** The District runs IDM's Sedaru software for modeling and field work order management application for their day-to-day O&M specific needs.
- **Reference:** George Cardenas, Engineering Manager (760) 868-1212

City of Santa Ana - CA: IDModeling built, calibrated, and performed pipeline deficiency analysis, consequence of failure/criticality analysis, global fire flow simulations, water quality, and energy management simulations for the City's first water system hydraulic model, in preparation for a Water Master Plan. IDM is now supporting all water distribution system modeling and pipeline prioritizations for the City's Water Master Plan.



- **Utility Size:** 60,000 service connections
- **Model Characteristics:** Steady State (snapshot) and Extended Period Simulation (dynamic) for planning, operational analysis
- **Differentiating Qualifications:** The City runs IDModeling's Sedaru software for modeling and SCADA integration for their day-to-day O&M needs, and is implementing Sedaru's Smart CIP pipeline prioritization tool.
- **Reference:** Rudy Rosas, Senior Civil Engineer (714) 647-3379

Southgate Water & Sanitation Districts-CO: IDModeling built, calibrated and operated the District's hydraulic models for both water & sewer systems. IDM teamed performed all hydraulic analysis for a pipeline prioritization program in support of the District's Water & Sewer Master Plans.



- **Utility Size:** 11,000 service connections
- **Model Characteristics:** Steady State (snapshot) and Extended Period Simulation (dynamic) for planning, operational analysis
- **Differentiating Qualifications:** The District runs IDModeling's Sedaru software for modeling, outage/leaks & breaks, and is implementing Sedaru Smart CIP for pipeline prioritization tool.
- **Reference:** Christina Baca, Engineering Manager (303) 779-0261

Bucknam & Associates Inc. has completed the following projects for the City of Sierra Madre:

1. Water Resources Consultant Services – 1996 through 2016
2. Water System Improvements Program (WSIP) Development & Updating
3. Federal Water Resources Grant Support Services 1996 through 2015
4. Water Treatment Analysis Well System
5. Program Management - East Raymond Basin Water Resources Program Study
6. Program Management Grove Reservoir Replacement Design
7. Program Management Mira Monte Reservoir s& Booster Pump Station Design
8. Water Rate Study 2002 & 2006
9. Program Management Sturtevant Drive Transmission Main Design
10. Sierra Madre Blvd. Transmission Main Design
11. Mountain Trail Transmission Main Design
12. Construction Mgmt. Sierra Madre Blvd. Interconnect, Grove and Mira Monte Reservoirs.

SIGNED ADDENDA

**Professional Engineering Services
Request for Proposals for
Development of Water Production/Distribution
System Hydraulic Model and Water System
Master Plan**



ADDENDUM 1

DATE: August 4, 2016

TO: Prospective Proposing Firms for Development of Water
Production/Distribution System Hydraulic Model and Water System
Master Plan

FROM: Bruce Inman, Director of Public Works

RE: **REVISION TO PROFESSIONAL SERVICES RFP**

The Request for Proposals for Development of Water Production/Distribution System Hydraulic Model and Water System Master Plan, dated July 20, 2016 is hereby amended and revised as follows:

Scope of Services Paragraph K, which currently reads:

K. Model Deliverables – The Consultant shall deliver the final H2OMap hydraulic model. This shall be in electronic format.

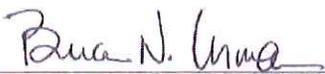
Shall be revised to read:

K. Model Deliverables – The Consultant shall deliver the final hydraulic model in an EPANet compatible hydraulic model software format. This could include H2OMap Water, InfoWater, WaterGEMS, or other EPANet compatible model software".

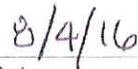
Submittal Deadline remains as noted in the original document; 12:00 PM on Monday, August 22, 2016 at the Sierra Madre City Hall Public Works office, 232 West Sierra Madre Boulevard, Sierra Madre.

A signed copy of this Addendum must be attached to the Proposal. Failure to attach a copy of this addendum will render the proposal null and void.

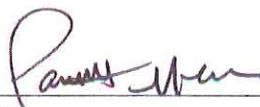
End of Addendum 1.



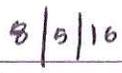
Bruce Inman, Director of Public Works
Received and acknowledged:



Date



Bidder



Date

**Professional Engineering Services
Request for Proposals for
Development of Water Production/Distribution
System Hydraulic Model and Water System
Master Plan**



ADDENDUM 2

DATE: August 8, 2016

TO: Prospective Proposing Firms for Development of Water Production/Distribution
System Hydraulic Model and Water System Master Plan

FROM: Bruce Inman, Director of Public Works

RE: REVISION TO PROFESSIONAL SERVICES RFP

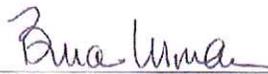
The Request for Proposals for Development of Water Production/Distribution System Hydraulic Model and Water System Master Plan, dated July 20, 2016 is hereby amended and revised as follows:

- Proposal/SOQ content shall be limited to two-page resumes, for only those staff or sub-consultants that will be associated directly with the subject project. Project histories listed on resumes should list only projects done with the proposing firm and shall only list similar projects. For example, we do not need to know the staff member's experience in preparation of grading plans or street improvement plans.
- Corporate history shall be limited to similar projects done over the last five years.
- Concise SOQ information is imperative. While we need to know your firm's qualifications, we do not have staff resources to get through lengthy qualifications packages. Proposing firms are encouraged to devise a way of listing similar projects only once in the document, either in a corporate history, or in the resume section.
- Proposing firms should focus on project approach and quality control. How is your firm going to carry out this project, how will you ensure project delivery on schedule, what tools will you use, how will you ensure quality deliverables, and how is your firm uniquely different from all the other firms that will be submitting proposals?

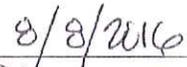
Submittal Deadline remains as noted in the original document; 12:00 PM on Monday, August 22, 2016 at the Sierra Madre City Hall Public Works office, 232 West Sierra Madre Boulevard, Sierra Madre.

A signed copy of this Addendum must be attached to the Proposal. Failure to attach a copy of this addendum will render the proposal null and void.

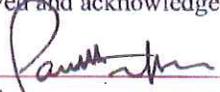
End of Addendum 2.



Bruce Inman, Director of Public Works
Received and acknowledged:



Date



Bidder



Date

**Professional Engineering Services
Request for Proposals for
Development of Water Production/Distribution
System Hydraulic Model and Water System Master
Plan**



ADDENDUM 3

DATE: August 9, 2016

TO: Prospective Proposing Firms for Development of Water Production/Distribution
System Hydraulic Model and Water System Master Plan

FROM: Bruce Inman, Director of Public Works

RE: REVISION TO PROFESSIONAL SERVICES RFP

The Request for Proposals for Development of Water Production/Distribution System Hydraulic Model and Water System Master Plan, dated July 20, 2016 is hereby amended and revised as follows. In response to questions from potential proposers:

- 1) Does the City's existing GIS data include the following pipeline information?
 - a. Diameter and length **yes**
 - b. Type of material **yes**
 - c. Date of installation **yes**
 - d. Leak information **no**
- 2) Is the existing GIS pipeline information "georeferenced" (i.e. tied to a coordinate system)?
I do not believe so.
- 3) Does the City own at least one (1) license to use ArcGIS Version 10.0 or higher?
I do not know what the current licensing situation is. Our IT person is on extended leave, and I do not have access to that information.
- 4) **Proposals shall be submitted in the form of two separate documents. The SOQ, project approach, cover letter, schedule, quality control program and so on shall be one document. The fee proposal shall be a second document provided in a sealed envelope. Both documents are to be provided in hard copy and in digital format, with the fee proposal as a separate file. Please submit digital files on CD.**

Submittal Deadline remains as noted in the original document: 12:00 PM on Monday, August 22, 2016 at the Sierra Madre City Hall Public Works office, 232 West Sierra Madre Boulevard, Sierra Madre.

A signed copy of this Addendum must be attached to the Proposal. Failure to attach a copy of this addendum will render the proposal null and void.

End of Addendum 3.

Bruce Inman, Director of Public Works
Received and acknowledged:

Bidder

8/9/16

Date

8/10/16

Date

**Professional Engineering Services
Request for Proposals for
Development of Water Production/Distribution
System Hydraulic Model and Water System Master
Plan**



ADDENDUM 4

DATE: August 11, 2016

TO: Prospective Proposing Firms for Development of Water Production/Distribution
System Hydraulic Model and Water System Master Plan

FROM: Bruce Inman, Director of Public Works

RE: **REVISION TO PROFESSIONAL SERVICES RFP**

The Request for Proposals for Development of Water Production/Distribution System Hydraulic Model and Water System Master Plan, dated July 20, 2016 is hereby amended and revised as follows.

- 1.) **The deadline for written questions has been changed to 1:00 PM Friday, August 12th (Tomorrow). Questions received after that time will not receive a reply.**
- 2.) In response to questions from potential proposers, note replies in red:
 - A.) Please clarify number 2 on page 3 under Project Scope of Services. Are you looking for the consultant to make field visits to all the water facilities so that a condition assessment and improvement recommendations can be made and included in the Capital Improvement Program developed for the Water Master Plan. **This is completely at the discretion of the Consultant, and the approach to making this assessment should be described in the project approach and covered in the fee proposal. Sierra Madre's system is relatively compact and centralized. For example, when staff provides system tours for city officials, the complete tour takes about 4 hours.**
 - B.) Please verify that this SCADA data is available:
 - a. Reservoir levels **Yes**
 - b. Pump station and well flows **Yes**
 - c. Booster pump and well on/off times **Yes**
 - d. Pump station and well discharge pressures **No**
 - e. Imported water flows and discharge pressures **Flow only**
 - f. Pressure regulating station (or inter-zone stations) upstream and downstream pressures. Is there any flow data? **No to both questions**
 - C.) Please confirm that the City will purchase any software needed at the conclusion of the project. Consultants do NOT have to include software costs in the proposal. **I cannot confirm this. If a software purchase is required, that will be a consideration as the City looks at the price. I cannot commit to a software purchase at this time.**
 - D.) Is there an existing Water Master Plan that we can get a copy of? **No.**

- E.) Does the City have water planning criteria already that we will be provided to use for analysis or is the consultant to make criteria recommendations in the master plan?
There is no existing planning criteria. Please note RFP Project Scope line 3.) The evaluation matrix attached to the RFP lists pipe age, leak history, hydraulics and fire protection as criteria categories, however consultant will be required to make recommendations as to how to weight those criteria categories and how to score infrastructure components within the categories.

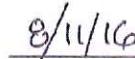
Submittal Deadline remains as noted in the original document; 12:00 PM on Monday, August 22, 2016 at the Sierra Madre City Hall Public Works office, 232 West Sierra Madre Boulevard, Sierra Madre.

A signed copy of this Addendum must be attached to the Proposal. Failure to attach a copy of this addendum will render the proposal null and void.

End of Addendum 4.



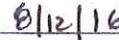
Bruce Inman, Director of Public Works
Received and acknowledged:



Date



Bidder



Date



55 East Huntington Drive, Suite 130, Arcadia, CA 91006
www.idmodeling.com P 626 244 0700
F 626 244 0702 E info@idmodeling.com

August 22, 2016

Bruce Inman
City of Sierra Madre
Public Works Department
232 West Sierra Madre Boulevard
Sierra Madre, CA 91024

**Subject: Proposal for Development of Water Production/Distribution System
Hydraulic Model and Water System Master Plan**

Dear Mr. Inman:

IDModeling, Inc. is pleased to submit this fee estimate for professional services for the Development of Water Production/Distribution System Hydraulic Model and Water System Master Plan for the City of Sierra Madre.

Thank you for the opportunity to grow our relationship with the City of Sierra Madre. We appreciate your consideration and welcome the opportunity to earn your business.

Sincerely,
IDMODELING, INC.

A handwritten signature in black ink, appearing to read 'Paul Hauffen', written in a cursive style.

Paul Hauffen,
Project Manager,
Client Service Manager

Exhibit A

**Water Production/Distribution System Hydraulic Model & Master Plan
Labor Hours & Budget Estimate**



| Task | Project Task or Subtask Description | Technical Advisor | Project Manager | Project Engineer | Total Hours | Total Labor Costs | Bucknam & Associates | Travel, Copying, Mapping, Computer, Software | Total Cost |
|---|--|-------------------|-----------------|------------------|-------------|-------------------|----------------------|--|-----------------|
| | | \$190 | \$155 | \$140 | | | | | |
| Water Production/Distribution System Hydraulic Model & Master Plan | | | | | | | | | |
| 1 | Project Management | 4 | 24 | 16 | 44 | \$6,720 | \$6,500 | \$0 | \$13,220 |
| A | Project Meetings & Administration - this includes 2 in person meetings and 2 Intermediate, online meeting for status, questions, decision support. | 2 | 12 | 8 | 22 | \$3,360 | | | \$3,360 |
| B | Data Collection & Design Criteria - submit a data request list, collect and review data, and resolve questions to process and proceed with work. Work with City staff to determine planning criteria for pipeline sizing. | 2 | 12 | 8 | 22 | \$3,360 | \$6,500 | | \$9,860 |
| 2 | Hydraulic Model Construction & Loading | 2 | 18 | 108 | 128 | \$18,290 | \$0 | \$0 | \$18,290 |
| A | Distribution System Creation - use City GIS to establish hydraulic model piping, PRV stations, and pressure zone boundaries. Work with operators and operator data to populate PRV set points, diameters, and other hydraulic data. | 1 | 4 | 32 | 37 | \$5,290 | | | \$5,290 |
| B | Facilities Creation - use City as-builts, design drawings, system schematics and operator experience to create facilities and associated piping. Work with operators and operator data to populate set points, pump curves, and other hydraulic data. | 1 | 4 | 20 | 25 | \$3,610 | | | \$3,610 |
| C | Demand Allocation & Scaling - allocate model demands to represent Existing demands. Scale model demands as separate demand set to represent Ultimate demand in coordination with City staff, including point loading up to 3 future developments as potential future customers. It is assumed that billing data will be provided as geocoded points, or demands will be evenly distributed across model junctions. | 0 | 6 | 28 | 34 | \$4,850 | | | \$4,850 |
| D | System-wide Demand Peaking - use historic production records and operator experience to determine max day and peak hour peaking factors. | 0 | 2 | 8 | 10 | \$1,430 | | | \$1,430 |
| E | Elevations - use USGS data and other data available for elevation extraction. | 0 | 1 | 8 | 9 | \$1,275 | | | \$1,275 |
| F | Fire flow assignments - use land use layers and fire flow requirements to assign fire flows to representative model junctions. | 0 | 1 | 12 | 13 | \$1,835 | | | \$1,835 |
| 3 | Hydraulic Model Calibration | 2 | 12 | 84 | 98 | \$14,000 | \$0 | \$0 | \$14,000 |
| A | Hydrant Testing Plan & Field Support - develop hydrant testing plan consisting of up to 10 hydrant testing locations. | 1 | 6 | 20 | 27 | \$3,920 | | | \$3,920 |
| B | Steady State Calibration - static and residual pressure calibration against field collected hydrant flow testing. Assumed City is collecting data within 1 day. IDM will be on-site to observe 1-day's field data collection. | 1 | 6 | 64 | 71 | \$10,080 | | | \$10,080 |
| 4 | Near Term CIP Development & Deliverables | 6 | 20 | 100 | 126 | \$18,240 | \$6,000 | \$5,400 | \$29,640 |
| A | Scenario Development & Analysis - development of 3 scenarios per planning period and identification of system deficiencies. Planning periods are Existing and Buildout: - Maximum Day Demand, Peak Hour Demand, and Maximum Day + Fire flow - Run scenarios, apply planning criteria, and analyze system deficiencies. Develop figures to communicate deficiencies to City staff. | 2 | 4 | 20 | 26 | \$3,800 | | | \$3,800 |
| B | Scenario Analysis & Pipeline Replacement Projects - determine pipeline replacement that meet planning criteria for existing and buildout scenarios. | 4 | 16 | 80 | 100 | \$14,440 | \$6,000 | \$5,400 | \$25,840 |
| 5 | Technical Memorandum & Deliverables | 2 | 6 | 40 | 48 | \$6,910 | \$0 | \$3,600 | \$10,510 |
| A | Model Deliverables - delivery of final hydraulic model in EPANet format. | 0 | 0 | 0 | 0 | \$0 | | \$3,600 | \$3,600 |
| B | Technical Memorandum and all Deliverables - provide a summary of model development, results and findings, including tables and a figure for each planning period that illustrates the recommended pipeline sizing. | 2 | 6 | 40 | 48 | \$6,910 | | | \$6,910 |
| 6 | Criticality, Leak Management & Reporting | 2 | 8 | 16 | 26 | \$3,860 | \$0 | \$4,200 | \$8,060 |
| A | System Criticality, Leak Management & Reporting - GIS & Hydraulic Model-based analysis & prioritization of most impactful pipelines and valves, should they fail. Deliverable includes a GIS-based viewer to access and interact with critical valves and pipelines to plan for, respond to, and track leaks and breaks. Results used with hydraulic deficiencies generated from the water model, with age, material, and other to qualify, justify prioritization, while calculating water loss and automating reports. | 2 | 8 | 16 | 26 | \$3,860 | | \$4,200 | \$8,060 |
| SUBTOTAL Model + Water Master Plan (w/o Additive Alternate Scope) | | 18 | 88 | 364 | 470 | \$68,020 | \$12,500 | \$13,200 | \$93,720 |

Exhibit A

**Water Production/Distribution System Hydraulic Model & Master Plan
Labor Hours & Budget Estimate**



| Task | Project Task or Subtask Description | Technical Advisor | Project Manager | Project Engineer | Total Hours | Total Labor Costs | Bucknam & Associates | Travel, Copying, Mapping, Computer, Software | Total Cost |
|---|--|-------------------|-----------------|------------------|-------------|-------------------|----------------------|--|------------------|
| | | \$190 | \$155 | \$140 | | | | | |
| 7 | Additive Alternate Scope: 15-yr Water System Improvement Program (WSIP) | 5 | 30 | 72 | 107 | \$15,680 | \$14,700 | \$0 | \$30,380 |
| A | Research & Assessment: Bucknam & Associates will provide consultation to participate in initial kickoff meetings (2) with IDM and City staff to discuss the City's goals and objectives specific to the WMP. | 2 | 2 | 0 | 4 | \$690 | \$1,200 | \$0 | \$1,890 |
| B | Needs Definition: A complete review of the City's current water system budget will be conducted to ascertain the extent and sufficiency of the existing programs to fund the operation and capital programs for the water system. An assessment of current system deficiencies as well as future requirements based upon the WMP's recommended water system improvements over the intended planning horizon will be conducted. These findings will be analyzed and recommendations made as to the need to establish a multifaceted WSIP. | 0 | 6 | 0 | 6 | \$930 | \$2,500 | | \$3,430 |
| C | Development of WSIP Multi-Year Recommendations & Supporting Hydraulic Model Analyses: A WSIP will be developed which will incorporate a projected program of prioritized projects to include the following primary infrastructure elements: Water Supply, Reservoir Facilities, Pumping Facilities, Transmission Mains, Distribution Mains, Treatment Facilities. An evaluation of the City's existing water system improvement needs as identified in Task 2 will be included to assess compatibility and feasibility for application in the WSIP. Based upon the results of the Water Master Plan's operational and hydraulic analyses conducted; several categories of deficiencies are anticipated to be identified for consideration in the WSIP. This comprehensive program designated to be accomplished over a the selected planning horizon would include the WSIP priorities identified below. | 2 | 16 | 48 | 66 | \$9,580 | \$7,500 | | \$17,080 |
| D | Water System Improvement Program Report Deliverable: A WSIP Report will be prepared outlining the proposed water system infrastructure improvement program for the City's water system. The report will provide the following basic information: Executive Summary, Prioritization Methodology for WSIP Projects, Summary of Water System Improvement Program Costs. The report will include an Excel spreadsheet of the WSIP over the selected multi-year planning horizon and be accompanied by IDM's Sedaru Smart CIP in support of pipeline prioritization and phasing for the same planning period so the City can continue to explore alternatives as things change. | 1 | 6 | 24 | 31 | \$4,480 | \$3,500 | | \$7,980 |
| SUBTOTAL Additive Alternate Scope (WSIP) | | 5 | 30 | 72 | 107 | \$15,680 | \$14,700 | \$0 | \$30,380 |
| TOTAL Water Master Plan + Water System Improvement Program | | 23 | 118 | 436 | 577 | \$83,700 | \$27,200 | \$13,200 | \$124,100 |

PROJECT ASSUMPTIONS

1. All deliverables will be provided in hard-copy (where applicable) and electronic format.
2. Fee rates shall remain firm, as proposed, for the duration of the Agreement.



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager *EIA*

INITIATED BY: Bruce Inman, Director of Public Works *BI*

DATE: September 13, 2016

SUBJECT: RESOLUTION 16-52 GRANTING EASEMENTS ON CITY-OWNED LANDS TO SOUTHERN CALIFORNIA EDISON FOR THE INSTALLATION OF ELECTRICAL DISTRIBUTION SYSTEM APPURTENANCES

SUMMARY

Southern California Edison has submitted a request to the City of Sierra Madre for the grant of three easements across City-owned properties. Staff recommends that the City Council adopt Resolution 16-52 which grants the three easements to Southern California Edison and directs the Mayor to sign the necessary Easement Grant Deeds.

ANALYSIS

Spectrum Land Services, consultant for Southern California Edison has requested three easements from the City on lands owned by the City. Two of the requested easements are on existing reservoir sites, one is on an open space parcel at the top of Auburn Avenue.

Easement A

This easement is identified in the attached documents variously as SCE No. TD981474, Spectrum No. DSB801436786, and Assessor's Parcel No. (APN) 5761-016-900. The proposed easement would encompass 77 square feet along the southerly side of the Grove Reservoir site at 451-461 Grove Street. Staff has verified by plotting the easement on the reservoir plans, that granting the easement for the construction of anchors and guy cables will not affect the operations of the reservoir. The City Engineer has reviewed and approved the documents.

Easement B

This easement is identified in the attached documents variously as SCE No. TD981476, Spectrum No. DSB801438119, and APN 5762-010-900. The proposed easement is comprised of a 30 square foot rectangle located in the extreme northeast corner of the existing Mira Monte West reservoir site. The easement is required in order to install anchors and guy cables to stabilize an existing utility pole. Staff has verified by plotting the easement on the reservoir plans, that granting the easement for the construction of guy lines will not affect the operations of the reservoir. The City Engineer has reviewed and approved the documents.

Easement C

This easement is identified in the attached documents variously as SCE No. TD981476, Spectrum No. DSB801438119, and falling within APN 5762-003-900. The address is noted as 607 Auburn Avenue, which is located at the extreme northeasterly end of the private section of Auburn Avenue. The property is a large open space lot owned by the City adjacent to the west ridge section of the Stonegate development. The proposed easement would cover 110 square feet at the extreme southerly edge of the subject parcel and is needed in order for Edison to install two anchors and guy cables to support an existing utility pole. The City Engineer has reviewed and approved the documents.

FINANCIAL REVIEW

The Applicant has paid \$1,278 in processing fees relative to the easement request. In addition to the processing fees, the applicant has had the subject properties' valuation appraised and has offered to compensate the City in the following amounts:

| | | |
|-------------------|---|----------------|
| <u>Easement A</u> | <u>Grove Reservoir Site</u> | <u>\$2,900</u> |
| <u>Easement B</u> | <u>Mira Monte Reservoir (West) Site</u> | <u>\$1,100</u> |
| <u>Easement C</u> | <u>Open Space Site 5762-003-900</u> | <u>\$2,200</u> |
| Total | | \$6,200 |

CEQA

The recommended action of the City Council in granting the proposed easements, as well as the installation of the proposed electrical system appurtenances is Categorically Exempt from CEQA under CCR Chapter 3, Article 19, Section 15301(b) as a minor alteration of an existing investor-owned utility facility involving no expansion of use.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter and the Sierra Madre Public Library.

STAFF RECOMMENDATION

Staff recommends that the City Council adopt Resolution 16-52 which grants the three easements to Southern California Edison and directs the Mayor to sign the necessary Easement Grant Deeds.

Attachments: Easement A Documentation
 Easement B Documentation
 Easement C Documentation
 Resolution 16-52

RESOLUTION 16-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, APPROVING THE GRANT OF THREE EASEMENTS ON THREE CITY-OWNED PROPERTIES TO SOUTHERN CALIFORNIA EDISON FOR ELECTRICAL UTILITY PURPOSES

WHEREAS, Southern California Edison has undertaken various improvements to its electrical distribution system within the City of Sierra Madre; and,

WHEREAS, Southern California Edison, represented by Spectrum Land Services has requested three easements on three separate city-owned properties for the purposes of installation of electrical distribution system components; and,

WHEREAS, Southern California Edison has provided easement grand deeds and easement legal descriptions which have been reviewed and approved by the City Engineer; and,

WHEREAS, the grant of the requested easements is Categorically Exempt from CEQA under CCR Chapter 3, Article 19, Section 15301(b) as a minor alteration of an existing investor-owned utility facility involving no expansion of use; and,

WHEREAS, the grant of those easements that will be on City reservoir sites will have no impact on City Water Department operations of those reservoirs; and,

WHEREAS, Southern California Edison has agreed to compensate the City for the grant of the three aforementioned easements in the total amount of \$6,200 and has also paid to the City \$1,278 in processing fees; and

WHEREAS, it is of general benefit to the City of Sierra Madre that the easements be granted to allow for electrical distribution system improvements.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Sierra Madre as follows:

SECTION 1. The City grants an easement to Southern California Edison over a portion of the Grove Reservoir site located at 451-461 Grove Street and alternately known as Assessor's Parcel 5761-016-900 covering 77 square feet of land adjacent to the southerly line of said parcel.

SECTION 2. The City grants an easement Southern California Edison over a portion of the Mira Monte (West) Reservoir site located at East Mira Monte Avenue and alternately known as Assessor's Parcel 5762-010-900 covering 30 square feet of land adjacent to the northeasterly corner of said parcel.

SECTION 3: The City grants an easement Southern California Edison over a portion of an open space parcel located at 607 Auburn Avenue and alternately known as Assessor's Parcel 5762-003-900 covering 110 square feet of land adjacent to the southerly line of said parcel.

SECTION 4. The Mayor is hereby authorized and directed execute all documents associated with the grant of the three aforementioned easements to Southern California Edison.

APPROVED AND ADOPTED by the City Council of the City of Sierra Madre at a regular City Council meeting held on the 13th day of September, 2016.

ATTEST:

Mayor

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) SS.

CITY OF SIERRA MADRE)

I, MELINDA CARRILLO, City Clerk of the City of Sierra Madre, California, DO HEREBY CERTIFY that the foregoing Resolution was adopted by the City Council of said City at a regular meeting of said City Council held on the 13th day of September, 2016, and that it was so adopted by called vote as follows:

AYES:

NOES:

ABSENT:

ABSTAIN:

Melinda Carrillo, City Clerk

Easement A



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

May 22, 2016

Subject: Southern California Edison's Offer to Purchase Grant of Easement
Reference No. TD981474/ DSB801436786

City of Sierra Madre:

Southern California Edison (SCE) is offering to purchase the right of way easement across your property in the County of Los Angeles, State of California, identified as Assessor Parcel Number: 5761-016-900 for the amount of \$2,900.00.

Please sign in the spaces below and return this letter along with the executed easement document. All originals need to be mailed to my office at your earliest convenience. Once these items are received, a check in the amount of the offer will be promptly forwarded to you. Thank you for your cooperation in this matter.

AGREED and ACCEPTED:

BY: _____
Authorized Signer Print Name Date

BY: _____
Authorized Signer Print Name Date

BY: _____
Efram Miranda, SCE Date

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO
SOUTHERN CALIFORNIA EDISON COMPANY

2 Innovation Way, 2ND Floor
Pomona, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.

**GRANT OF
EASEMENT**

| | | | | | |
|---|-----------|----------------------|-------------------------------|------------|------------|
| DOCUMENTARY TRANSFER TAX \$ NONE VALUE AND CONSIDERATION LESS THAN \$100.00) | | DISTRICT Monrovia | SERVICE ORDER TD981474 | SERIAL NO. | MAP SIZE |
| SCE Company | | FIM 77-81B | APPROVED: | BY | DATE |
| SIG. OF DECLARANT OR AGENT DETERMINING TAX | FIRM NAME | APN 5761-016-900 | REAL PROPERTIES DEPARTMENT | SLS/BT | 03/17/2016 |

CITY OF SIERRA MADRE, a municipal corporation (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement to construct, use, maintain, operate, alter, add to, repair, replace, inspect, relocate and/or remove at any time and from time to time stub poles, guywires, anchors, and other appurtenant fixtures and/or equipment made for anchorage purposes (hereinafter referred to as "Grantee's facilities"), in, on, over and across that certain real property in the County of Los Angeles, State of California, described as follows:

FOR LEGAL DESCRIPTION, SEE EXHIBITS "A" AND "B", BOTH ATTACHED HERETO AND MADE A PART HEREOF.

Grantee shall have free access to Grantee's facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted.

EXECUTED this _____ day of _____, 20____.

GRANTOR

CITY OF SIERRA MADRE, a municipal corporation

Signature

Print Name

Title

"A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document."

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXECUTED this ____ day of _____, 20__.

GRANTEE

SOUTHERN CALIFORNIA EDISON
COMPANY, a corporation

Signature

Print Name

Title

“A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.”

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

A 4.00 FOOT WIDE STRIP OF LAND LYING WITHIN LOT 20 OF THE SIERRA MADRE TRACT, AS PER MAP RECORDED IN BOOK 4, PAGES 502 AND 503 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE CENTERLINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 25 OF TRACT NO. 18837, AS PER MAP RECORDED IN BOOK 472, PAGES 11 AND 12 OF MAPS, IN THE OFFICE OF SAID COUNTY RECORDER; THENCE ALONG THE NORTHERLY LINE OF SAID LOT 25, SOUTH 89°47'00" EAST 0.55 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE LEAVING THE NORTHERLY LINE OF SAID LOT 25, NORTH 05°01'03" WEST 19.10 FEET TO A POINT OF ENDING.

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE SOUTHERLY IN THE NORTHERLY LINES OF LOTS 17 AND 25 OF SAID TRACT NO. 18837.

THE AREA OF THE ABOVE DESCRIBED STRIP IS APPROXIMATELY 77 SQUARE FEET.

FOR SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

Prepared by me or under my supervision:

Dated: Mar. 17, 2016

Glenn M. Bakke
Glenn M. Bakke R.C.E. #18619 Exp. 06-30-2017



EXHIBIT "B"



SCALE: 1"=30'

**POR. LOT 20
THE SIERRA MADRE TRACT
M.R. 4 / 502-503**

**POR. LOT 21
THE SIERRA MADRE TRACT
M.R. 4 / 502-503**

GROVE STREET

25'

N05°01'03"W
19.10'

SCE EASEMENT
4' WIDE

POC
STRIP #1

TPOB
STRIP #1

S89°47'00"E
0.55'

**LOT 17
TRACT NO. 18837
M.B. 472 / 11-12**

**LOT 25
TRACT NO. 18837
M.B. 472 / 11-12**



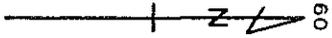
LEGEND

-  DENOTES SCE EASEMENT
APPROX. AREA = 77 SQ. FT.
- POC = POINT OF COMMENCEMENT
- TPOB = TRUE POINT OF BEGINNING

Dated Mar. 17, 2016

Glenn M. Bakke

Glenn M. Bakke R.C.E.# 18619 Exp. 6-30-17

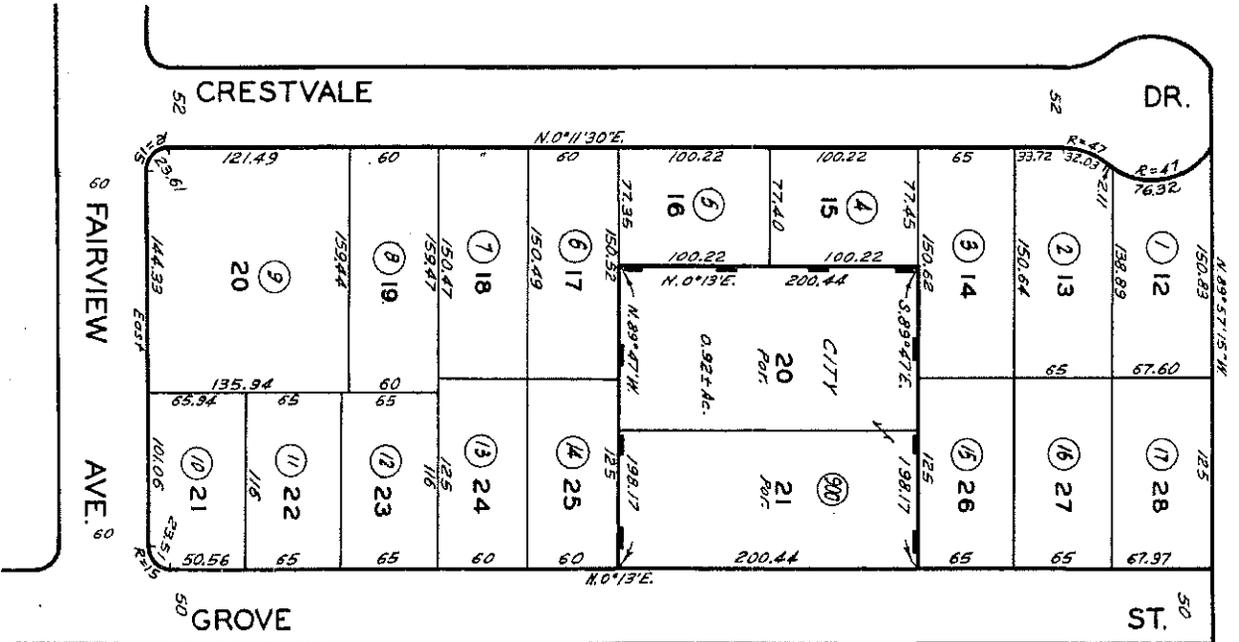


SIERRA MADRE TRACT
 M.R. 4-502-503

TRACT NO. 18837
 M.B. 472-11-12

CODE
 7516

FOR PREV. ASSMT. SEE: 66-230





An EDISON INTERNATIONAL® Company

*Real Properties Department
Real Estate Valuation*

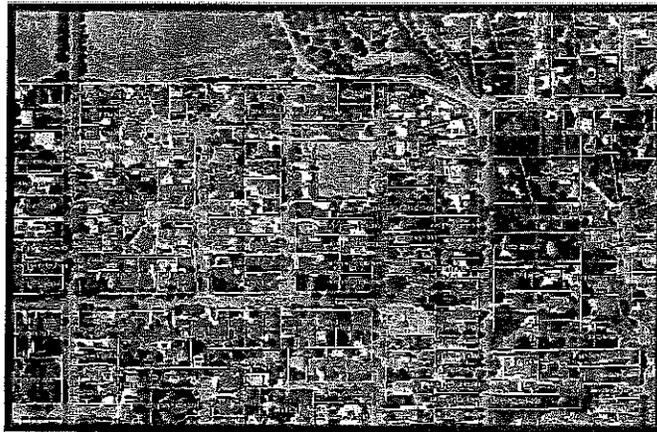
April 22, 2016

Cindy Terry
Spectrum Land Services
725 W. Town and Country Road, Suite 410
Orange, CA 92868
(714) 568-1800 x 224

SUBJECT: DSB Baldwin Circuit, Owner: City of Sierra Madre, a municipal corporation,
File # 16-031, Not# 203272610, WO# 801436786
Parcel # 5761-016-900, Address: 451-461 Grove Street, Sierra Madre,
California 91024

The following appraisal is reported in a summary format for the valuation of a utility easement for a surface and overhead electrical supply system and communication system. The following report is intended to comply with the reporting requirements set forth under Standard Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice (USPAP) for the specific type of appraisal and report. This report incorporates, by reference, the data and valuation analysis contained in the office file. The information contained in this report is specific and confidential to the needs of The Southern California Edison Company (the client); the appraiser is not responsible for unauthorized use of this report. Additional supporting information is contained in the appraiser/company work file and may be provided upon request.

Southern California Edison (SCE) is currently seeking to obtain a surface and aerial electrical easement which encumbers a portion of the subject larger parcel for the installation of down guys and anchors. The subject larger parcel is improved with a municipal water tank located in the City of Sierra Madre, California. It is identified by the following highlighted LandVision map.



File # 16-031, Not# 203272610, DSB Baldwin Circuit – City of Sierra Madre Ownership, City: Sierra Madre

The subject larger parcel is located in the northwest portion of the City of Sierra Madre. The subject is located in the residential development, just south of the Angeles National Forest. The subject larger parcel is located on the west side of Grove Street, and just south of Carter Avenue, both being secondary streets. Traffic was noted to be light along Grove Street. Regional access to the subject larger parcel is provided by 210 Freeway, the Foothill Freeway and Highway 134 and 2. These freeways provide linkage to the greater Los Angeles and Orange County regional transportation systems.

The utility easement consists of a rectangular strip of land situated at the southern boundary of the subject larger parcel. The strip of land is 4 feet wide by approximately 19.10 feet long with a total land area of 77 square feet.

The purpose of the easement is for the installation of down guys and anchors for a surface and overhead for anchorage purposes of SCE's facilities, which deliver electrical energy and transmit intelligence by electrical means through the immediate neighborhood. The utility easement area will restrict some surface and aerial property rights as well as implementing partial restrictions to some of the subsurface rights. However, the easement area is located within a legal setback area, which substantially limits the impact to surface rights and aerial rights at the subject larger parcel, as no permanent structure can legally be constructed within the easement area in the before condition. The easement will not be situated beneath any building structures and assumed with not affect any structures. All site improvements will be replaced in kind or protected in place as part of the project.

Specifically, SCE is seeking "an easement to construct, use, maintain, operate, alter, add to, repair, replace, inspect, relocate and/or remove at any time and from time to time stub poles, guywires, anchors, and other appurtenant fixtures and/or equipment made for anchorage purposes (hereinafter referred to as "Grantee's facilities"), in, on, over and across that certain real property."

According to the Grant of Easement document that was provided, the property owner (Grantor) agrees for himself, his heirs and assigns, "Grantee shall have free access to Grantee's facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted."

A copy of the Grant of Easement deed is located in the workfile.

BASIS OF VALUATION

"Fair Market Value", as defined pursuant to Chapter 1275, Title 7, Part 3 of the California Code of Civil Procedure, entitled: Eminent Domain Law, is as follows:

Fair Market Value . . . Article 4.

Measure of Compensation for Property Taken.

1263.320 (a) The fair market value of the property taken is the highest price on the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing, nor obliged to sell, and a buyer, being ready, willing and able to buy but under no particular necessity for so doing, each dealing with the other with full knowledge of all the uses and purposes for which the property is reasonably adaptable and available.

(b) The fair market value of the property taken for which there is no relevant market is its value on the date of valuation as determined by any method of valuation that is just and equitable.

1263.330 The fair market value of the property taken shall not include any increase or decrease in the value of the property that is attributable to any of the following:

- (a) The project for which the property is taken;
- (b) The eminent domain proceeding in which the property is taken;
- (c) Any preliminary actions of the plaintiff relating to the taking of the property.

1263.420 Damage to the remainder is the damage, if any, caused to the remainder by either or both of the following:

- (a) The severance of the remainder from the part taken;
- (b) The construction and use of the project for which the property is taken in the manner proposed by the plaintiff whether or not damage is caused by a portion of the project located on the part taken.

1263.430 Benefit to the remainder is the benefit, if any, caused by the construction and use of the project for which the property is taken in the manner proposed by the plaintiff whether or not the benefit is caused by a portion of the project located on the part taken.

"Easement", as defined in the Dictionary of Real Estate Appraisal (5th Edition), Appraisal Institute, pages 63 and 246, is as follows:

1. The right to use another's land for a stated purpose.
2. Nonpossessory (incorporeal) interest in landed property conveying use, but not ownership, of a portion of that property.

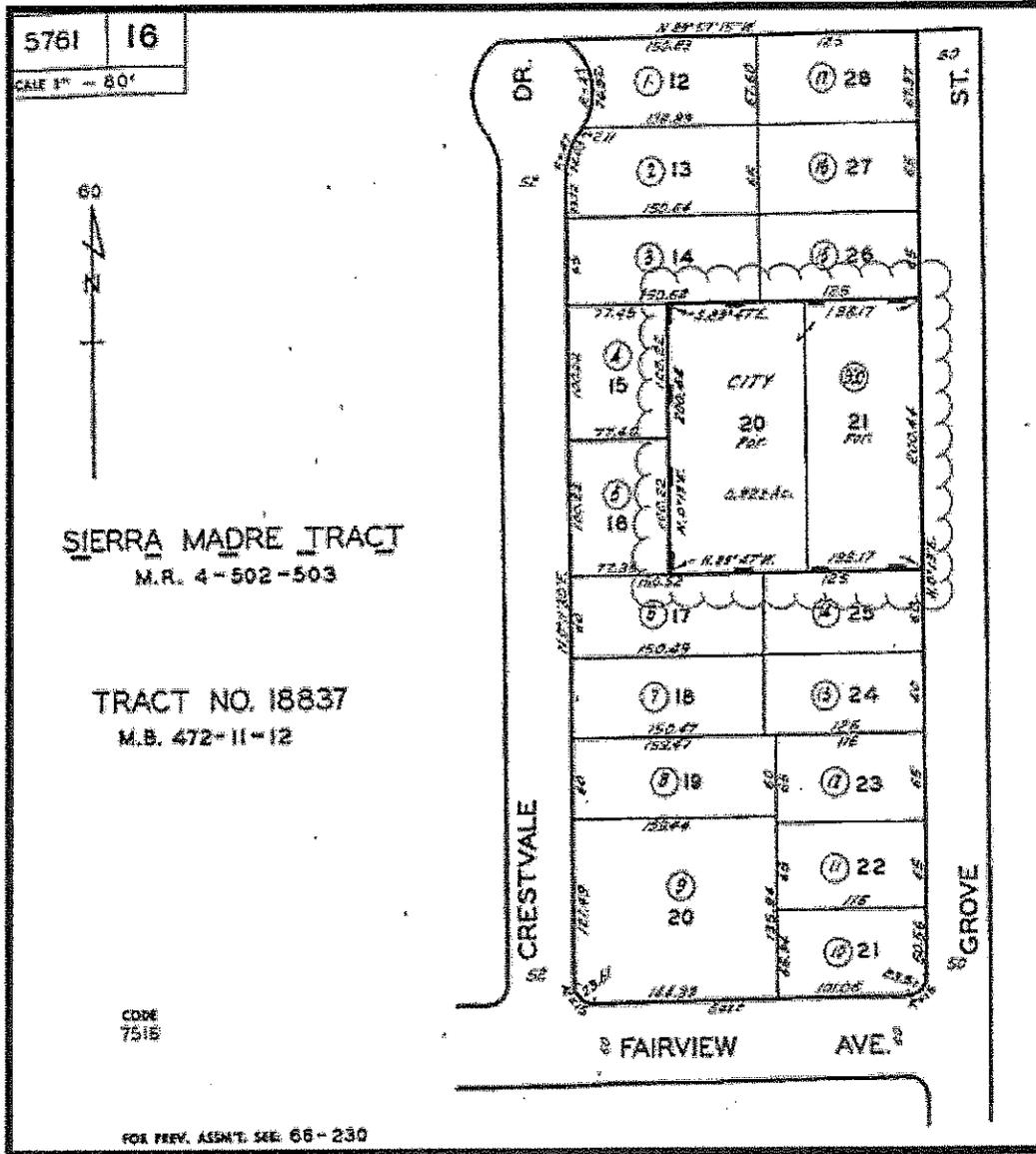
SUBJECT DATA

| | |
|----------------------------------|---|
| Land Owner and Property History: | According to public records, the owner of record is City of Sierra Madre, a municipal corporation. No title report was provided for review. Ownership is assumed to be accurate, but may be otherwise. |
| Property Sales History | According to public records, the current owners acquired the property for quite some time for an undisclosed amount. There are no known apparent current agreements, options, or listing of the subject larger parcel for sale. |
| Location: | The subject larger parcel is located along the west side of Grove Street, and just south of Carter Avenue. More specifically, the situs address is 451-461 Grove Street, Sierra Madre, California. |
| Larger Parcel: | <p>Larger parcel is defined as “In governmental land acquisitions, the tract or tracts of land that are under the beneficial control of a single individual or entity and have the same, or an integrated, highest and best use. Elements for consideration by the appraiser in making a determination in this regard are contiguity, or proximity, as it bears on the highest and best use of the property, unity of ownership, and unity of highest and best use.”¹</p> <p>The larger parcel may be all of the parcels, part of a parcel, or several parcels, depending on the unity of legal ownership, unity of use, and contiguity. For there to be unity of title, the parcel(s) must be owned or controlled by the same individual or group of individuals. Unity of use requires that the parcel(s) possess the same use, or an integrated use, with the land. It is controlled by the highest and best use of the parcel(s). Although contiguity is not always required, normally parcels sharing this unity are physically contiguous to one another. If two parcels, for instance, are separate and devoted to different uses, the taking of one parcel will not damage the other parcel.</p> <p>In this appraisal, the subject property consists of a portion of one legal parcel, Assessor Parcel Number (“APN”) 5761-016-900. According to Public Records, the subject owner does not own any other property adjacent or proximate to this parcel. Therefore, this subject parcel represents one larger parcel for the purposes of analysis.</p> |
| APN: | 5761-016-900 |
| Ownership: | City of Sierra Madre, a municipal corporation |

¹ *Dictionary of Real Estate Appraisal* (Fifth Edition, 2010), Appraisal Institute, page 110.

Size and shape:

Per the plat map, the subject larger parcel is generally rectangular in shape and contains a land area of 39,340± square feet or 0.9± acres.



Interest Appraised: Proposed permanent utility easement over assumed fee simple land.

Property Type: Residential

Present Use: Public Facility, municipal water tank

Encumbrances: Unknown – title report not provided.

Topography: Generally level to sloping

Utility services: Utility services available.

Environmental: Unknown: no specific documentation provided for review. Appraisal assumes no environmental factors to prohibit future development.

Hazardous Materials: None known – appraisal assumes no hazardous materials.

Zoning: The subject larger parcel is governed by the Zoning and General Plan established and enforced by the City of Sierra Madre. The subject is zoned R-1, Single Family Residential. Allowable uses includes single family residential, accessory structures, public parks, public recreational facilities and transitional and supporting housing. Street setback requirements are 25 feet for front and 6 feet for side yard.

General Plan: The General Plan Land Use designation is residential development, which is consistent with surrounding zoning.

Highest and Best Use as-vacant: Single Family Residential Development.

Purpose and Intended Use: This appraisal is provided for internal Edison valuation purposes to determine the value of granting an easement to Southern California Edison for utility purposes. The intended use is for Southern California Edison Real Properties staff to assist in negotiations of the property rights and is considered confidential. The intended users of this report are the SCE Real Properties staff and their representatives.

Date of value: The date of value is March 18, 2016.

Date of Inspection: No visual inspection was performed. Improvements noted on the subject larger parcel was gathered from aerial imagery from Google Earth Pro and LandVision.

Date of Report: The date of report is April 22, 2016.

Methodology: In this appraisal, the most applicable approach is the Sale Comparison Approach. The Cost and Income Approach were not included as the subject property's portions of land right to be acquired is only improved with landscaping.

Sales Comparison Approach – The Sales Comparison Approach is based on the consideration of comparable land sales and is applicable to the valuation of the land rights to be acquired. Since only a portion of the land rights are proposed to be acquired (and valued), only the land will be analyzed.

Cost Approach – The Cost Approach is based in part on a replacement cost new of improvements less depreciation. Since the property right being appraised is an easement and does not impact any improvements (if present), the Cost Approach is considered not applicable or appropriate.

Income Capitalization Approach – The Income Approach is based on an analysis of income produced from the property and expenses to the property. Since only the underlying land value is considered, the Income Capitalization Approach is not applicable.

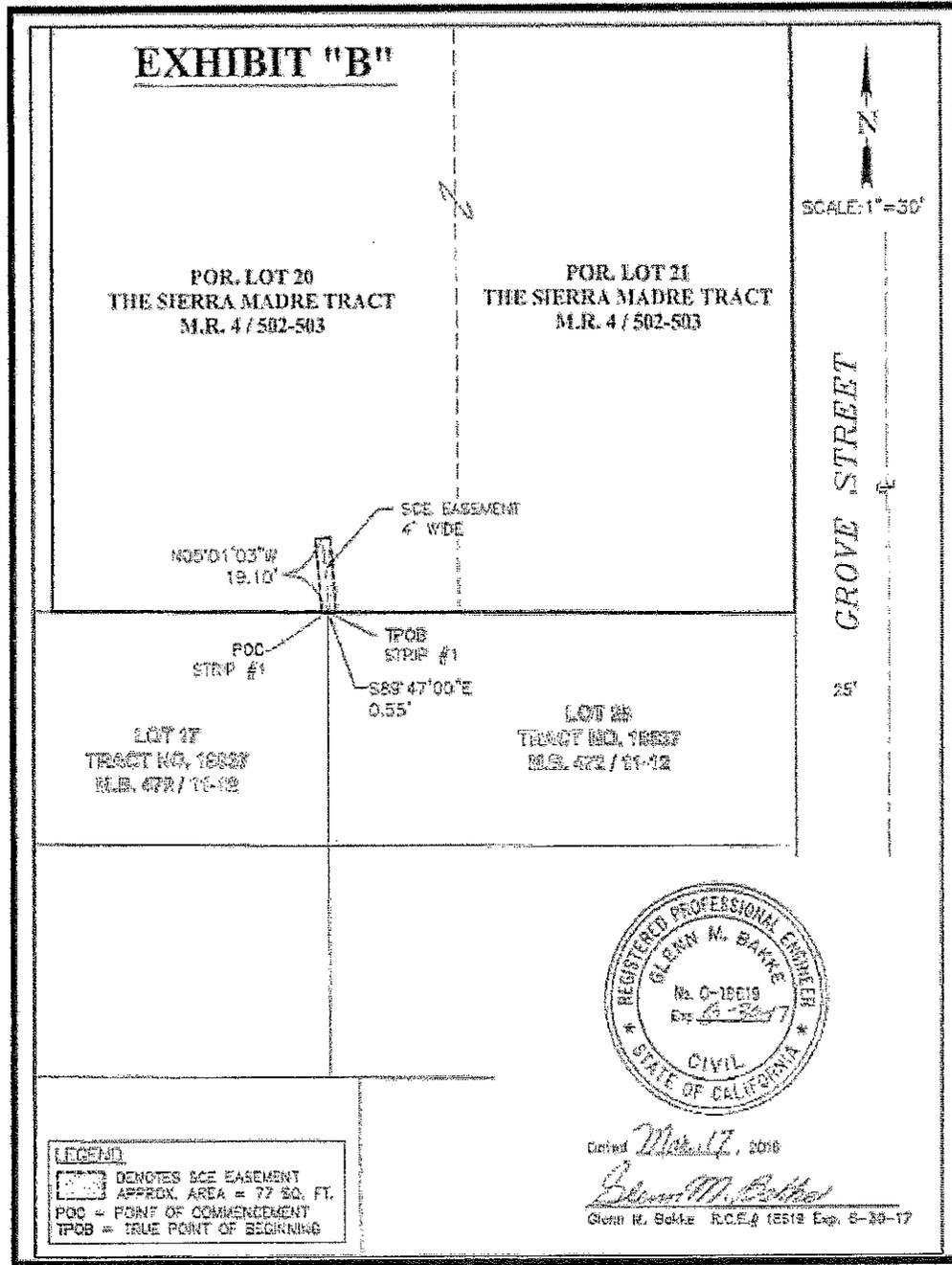
Therefore, the only applicable and appropriate method to estimate the value of the unencumbered fee land is the Sales Comparison Approach.

It is assumed that the easement being acquired is a permanent easement. SCE engineering personnel advised the appraiser that the location of the proposed electrical facilities would be in a location that is minimally disruptive to the land, while being necessary to the electrical system.

For the purposes of this appraisal, the unit of comparison used is price per square foot. Considering the subject' size, this unit is a common unit of comparison used by buyers and sellers of land in this area.

ACQUISITION DATA

Area to be acquired: Permanent Easement, containing a rectangular strip of land measuring 77 square feet per SCE sources.



Location of acquisition

Within parcel: The proposed area strip of land for a utility easement is situated at the southern boundary of the subject larger parcel.

Severance damages: I have concluded that there is no severance damages as a result of the part acquired or the construction in the manner proposed. In the before and after analysis, there is no market evidence that the easement will negatively influence the current use of the land.

Benefits: None noted.

VALUATION DATA

Scope of Work: The scope of this assignment is limited to:

- Aerial photos provided by LandVision. **No visual inspection was performed.**
- Consulted relevant public records for the subject larger parcel and sales and relevant portion of zoning ordinance with the city planning department website.
- (Research local real estate market activity for recent sales of vacant land of similar zoning to the subject. Where possible, comparable sales were verified when possible with a party to or a real estate broker involved in the transaction.
- Secondary sources such as Realist, MLS, and brokers.
- Internet websites were relied upon for data. Supporting data is retained in the appraiser's work file.
- Interviewed realtors who are active in the subject's area and surrounding markets.
- Analyze the most comparable sales data to determine an appropriate unitary value estimate for the "unencumbered fee land."
- The appraisal is for land only and does not include any improvements or structures.

Date of Value: March 18, 2016

Selected Market Data

| SUMMARY OF LAND SALE COMPARABLES | | | | | | |
|---|---|---------------------|---|---------------------|-----------------------|----------------------|
| Sale No. | Property Identification | Sale Date | Grantor | Zoning | Land Area (SF) | Sale Price |
| | | Document No. | Grantee | General Plan | Orientation | Sale Price/SF |
| 1 | 333 Wisteria Way Sierra Madre APN: 5761-026-031 | May-13 | CONRAD, TODD H; CONRAD, DEBORAH L | R-1 | 28,148 | \$499,000 |
| | | 13-0746162 | YOSHIMURA, RYAN | Residential | cul-de-sac | \$17.73 |
| 2 | 190 N. Lima Street Sierra Madre APN: 629-501-12 | Apr-15 | ZMRUKHTYAN, SARKIS; ZMRUKHTYAN, VARTOUHI | R-1 | 9,993 | \$445,000 |
| | | 15-0424173 | JIN, XIN YANG, YAN | Residential | interior | \$44.53 |
| 3 | 110 Rancho Road Sierra Madre APN:5766-018-002 | Oct-14 | PISCITELLO, FRANK A; PISCITELLO FAMILY TRUST | R-1 | 40,616 | \$1,800,000 |
| | | 14-1158775 | THE FELIKIAN FAMILY TRUST FELIKIAN, GINA | Residential | interior | \$44.32 |
| 4 | 131 E. Orange Grove Ave. Sierra Madre APN: 5767-037-044 | Mar-12 | HOFFMAN, TOM; HOFFMAN, ELLEN | R-1-15 | 22,036 | \$700,000 |
| | | 12-0470618 | STEWART, JOHN STEWART, SUSAN N | Residential | interior | \$31.77 |
| 5 | 308 Adams Street Sierra Madre APN: 5762-027-010 | Apr-16 | TAKASUGI, KAREN KAY K & J TAKASUGI FAMILY TRUST | R-1 | 4,981 | \$505,000 |
| | | Pending | N/A | Residential | interior | \$101.39 |
| Subj. | 451-461 Grove Street Sierra Madre APN: 5761-016-900 | Subject | | R-1 | 39,340 | -- |
| | | -- | | Residential | interior | -- |

Market Data discussion:

I researched the subject's market area for comparable land sales but there were limited activity to due limited supply. Consequently it was necessary to include sales that older and a pending sale. In reviewing the market, we found comparable land sales that cover a marketing time from March 2012 through April 2015 and a pending sale in April 2016. These were the most recent and competitive sales in the subject market. The comparable sales range from \$17.73 to \$101.39 per square foot.

Comparable Sale Nos. 2, and 3 were given primary consideration due to recent transaction date and zoning compared to the subject and range from \$44.32 to \$44.53 per square feet. The pending sale is a much smaller lot and considered superior to the subject. The remaining sales were given secondary consideration. Thus, it is my opinion that an appropriate value indicator for the subject larger parcel is \$50.00 per square feet, which is within the range of the market.

Easement:

The typical appraisal method for valuing partial interests (as this easement), is the *before and after* method. In this method, the appraiser values the larger parcel before the taking (or easement) is implied, and then again after the easement is assumed to be in place. The difference (if any) is the amount attributed to the easement and is the value due to the owner. However, when lesser takings, or grants, are involved where such a before and after value would likely be nominal (due to impact, location, etc...) another approach and formula is often applied.

This formula basically estimates the value of the part taken (as a part of the whole), adds damages to the larger parcel (if any), subtracts special benefits (if any), and the difference is the value of the property interest in question. This method is based on the knowledge that property ownership is known as a "bundle of rights," where an ownership can be divided into separate sticks that comprise the "bundle." For example, certain sticks or rights represent the right to use the surface of the land, or the air rights around an airport, or the subsurface rights to acquire the right to run a pipeline. This latter method has been deemed appropriate and is used in this report. There were no damages or special benefits as a result of this easement.

Easement percentage of fee: Based on the use to which the easement will be put and the property rights imposed by the taking of the proposed easement, an appropriate percentage deduction to the previously concluded fee simple value of the property will be estimated. The loss in value has been quantified based on an apportionment of the impact on the subsurface, surface and air right estates of the property. The contributory value of the easement is roughly 75% of the concluded per unit value of the fee value for the property. Reasoning is provided as follows:

75% of fee: The "bundle of rights" of any ownership can be roughly divided into 3 areas: subsurface rights, surface rights and aerial rights. The percentages of fee

commonly attributed to the areas are 25% subsurface, 50% surface, and 25% aerial. The proposed surface and overhead utility easement for the installation of down guys and anchors that will be located at the southern boundary of the subject larger parcel. It is assumed this easement will affect the surface and aerial rights. This is tempered by the set-back requirements and development restriction, as no building improvements are permitted in the acquisition area. The area currently is improved with landscaping and asphalt, which is allowed in the acquisition area, and will be replaced in kind or protected in place. Given the foregoing, it is my opinion that the rights to be acquired equate to 75% of the underlying fee rights within the proposed easement area.

Reconciliation: The information presented here exhibit recent market activity and valid research for industrial/office uses in the area of the subject. Taking these factors into consideration, and weighing the appropriateness, quantity and quality of the data to support a value, it is my conclusion that the data is determined to be applicable comparable unit values of the unencumbered land.

Considering the information provided along with subject's location and physical characteristics, it is my opinion that the unit value indicator for the unencumbered interest (market value) is \$50.00 per square feet.

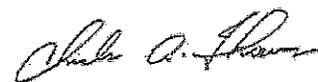
Easement areas: The easement area (dedication area) to be acquired consists of 77 square feet for a utility easement for the installation of down guys and anchors for a surface and overhead electrical supply and communication systems. The basic components of the easement are configured for surface and overhead power, distribution and communication lines. The land rights granted can be adjusted to a lower percentage of fee in comparison to granting the entire bundle of rights. Typically, this easement would prohibit most of the uses of the property owner and would constitute the majority of the bundle of rights (25% to 75%). However, the area is within the required setback requirements. Assuming that SCE will reserve the rights in the proposed document, the easement is believed to represent 75% of the value of the unencumbered fee.

Calculations:

| | | | | | | | | | |
|--------------------------------------|-------|----------------------|---------|---|-----|---|--|----------------|--------------|
| City of Sierra Madre | | | | | | | | Per Sq.Ft. | Per Acre |
| Concluded Fee Simple Value Per Unit: | | | | | | | | \$ 50.00 | \$ 2,178,000 |
| Easement Area to be acquired: | | | | | | | | 77.00 | 0.0018 |
| Percent of Fee Simple Value: | 75% | City of Sierra Madre | | | | | | \$ 37.50 | \$ 1,633,500 |
| Concluded Just Compensation: | 77.00 | SFX | \$50.00 | X | 75% | = | | \$2,888 | |
| Rounded: | | | | | | | | \$2,900 | |

Just Compensation: It is my opinion that the value of the easement, as of March 18, 2016, is:

\$2,900 (TWO THOUSAND NINE HUNDRED DOLLARS)



Charles A. Thomas
 Southern California Edison
 SCE-Real Properties
 Appraiser # AG037555
 Expires June 8, 2016

Assumptions and Limiting Conditions

Standards Rule (S.R.) 2-1 of the *Standards of Professional Appraisal Practice of the Appraisal Institute* requires the appraiser to "clearly and accurately disclose any extraordinary assumption or limiting condition that directly affect" the report and indicate its impact on the value range. In compliance with S.R. 2-1 and to assist the reader in interpreting this report, such assumptions and limiting conditions are set forth as follows:

1. The term "Market Value," as used in this report, is defined as
 - (a) The fair market value of the property taken is the highest price on the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing, nor obliged to sell, and a buyer, being ready, willing, and able to buy but under no particular necessity for so doing, each dealing with the other with full knowledge of all the uses and purposes for which the property is reasonably adaptable and available.
 - (b) The fair market value of property taken for which there is no relevant, comparable market is its value on the date of valuation as determined by any method of valuation that is just and equitable."²
2. The conclusions and opinions expressed in this report apply to the date of value set forth in this report. The dollar amount of any value opinion or conclusion rendered or expressed in this report is based upon the purchasing power of the American dollar existing on the date of value.
3. The appraiser assumes no responsibility for economic, physical, or demographic factors that may affect or alter the opinions in this report if said economic, physical, or demographic factors were not present as of the date of the letter of transmittal accompanying this report. The appraiser is not obligated to predict future political, economic, or social trends.
4. In preparing this report, the appraiser was required to rely on information furnished by other individuals or found in previously existing records and/or documents. Unless otherwise indicated, such information is presumed to be reliable. However, no warranty, either expressed or implied, is given by the appraiser for the accuracy of such information and the appraiser assumes no responsibility for information relied upon later found to have been inaccurate. The appraiser reserves the right to make such adjustments to the analyses, opinions, and conclusions set forth in this report as may be required by consideration of additional data or more reliable data that may become available.
5. No opinion as to the title of the subject properties is rendered. Data related to ownership and legal description was provided by SCE sources and is considered reliable. Title is assumed marketable, free, and clear of all liens, encumbrances, easements, and restrictions except those specifically discussed in the report. The properties are valued assuming them to be under responsible ownership and competent management and available for their highest and best use.
6. The appraiser assumes no responsibility for hidden or unapparent conditions of the properties, subsoil, ground water, or structures that render the subject properties more or less valuable. No responsibility is assumed for arranging for engineering, geologic, or environmental studies that may be required to discover such hidden or unapparent conditions.

² California Code of Civil Procedure §1263.320.

7. The appraiser has not been provided any information regarding the presence of any material or substance on or in any portion of the subject properties or improvements thereon, which material or substance possesses or may possess toxic, hazardous, and/or other harmful and/or dangerous characteristics. Unless otherwise stated in the report, the appraiser did not become aware of the presence of any such material or substance during the appraiser's inspection of the subject properties. However, the appraiser is not qualified to investigate or test for the presence of such materials or substances. The presence of such materials or substances may adversely affect the value range of the subject properties. The value estimated in this report is predicated on the assumption that no such material or substance is present on or in the subject properties or in such proximity; thereto that it would cause a loss in value. The appraiser assumes no responsibility for the presence of any such substance or material on or in the subject properties, nor for any expertise or engineering knowledge required to discover the presence of such substance or material. Unless otherwise stated, this report assumes the subject properties are in compliance with all federal, state, and local environmental laws, regulations, and rules.
8. Unless otherwise stated, the subject properties are valued assuming them to be in full compliance with all applicable zoning and land use regulations and restrictions.
9. Unless otherwise stated, the properties are valued assuming that all required licenses, permits, certificates, consents or other legislative and/or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
10. No engineering survey was made by the appraiser. Except as specifically stated, data relative to size and area of the subject properties was taken from sources considered reliable and no encroachment of the subject properties are considered to exist.
11. No opinion is expressed as to the value of subsurface oil, gas, or mineral rights or whether the properties are subject to surface entry for the exploration or removal of such materials, except as is expressly stated.
12. Maps, plats, and exhibits included in this report are for illustration only to serve as an aid in visualizing matters discussed within the report. They should not be considered as surveys or relied upon for any other purpose, nor should they be removed from, reproduced, or used apart from this report.
13. No opinion is intended to be expressed for matters that require legal expertise or specialized investigation or knowledge beyond that customarily employed by real estate appraisers.
14. The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and improvements must not be used in conjunction with any other report and are invalid if so used.
15. Possession of this report, or a copy of it, does not carry with it the right of publication. Without the written consent of the appraiser, this report may not be used for any purpose by any person other than the party to whom it is addressed. In any event, this report may be used only with proper written qualification and only in its entirety for its stated purpose.
16. Testimony or attendance in court or at any other hearing is not required by reason of rendering this appraisal unless such arrangements are made a reasonable time in advance of said hearing. Further, unless otherwise indicated, separate arrangements shall be made concerning compensation for the appraiser's time to prepare for and attend any such hearing.
17. In the event that appraiser is subpoenaed for a deposition or judicial or administrative proceeding and is ordered to produce the appraisal report and files, appraiser shall immediately notify the client. Appraiser shall appear at the deposition or judicial or administrative hearing with the appraisal report and files and answer all questions unless client provides appraiser with legal

counsel who instructs appraiser not to appear, instructs appraiser not to produce certain documents, or instructs appraiser not to answer certain questions. It shall be the responsibility of client to obtain a protective order.

18. The Americans with Disabilities Act (ADA) became effective on January 26, 1992. I have not made a specific compliance survey and analysis of the properties to determine whether or not they are in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the properties, together with a detailed analysis of the requirements of the ADA, could reveal that the properties are not in compliance with one or more of the requirements of the Act. If so, this could have a negative effect on the properties' value.
19. Where the value of the various components of the property are shown separately, the value of each is segregated only as an aid to better estimating the value of the whole; the independent value of the various components may, or may not, be the market value of the component.
20. The appraiser is not qualified to detect the presence of any threatened or endangered species. The client is urged to retain an expert in this field if there is any question as to the existence of any threatened or endangered species. The value estimated in the report assumes that no threatened or endangered species is present on the property.
21. A Limited Environmental Review was not provided to the appraiser by the client. The appraiser is not an expert in biological or environmental matters and strongly suggests that the client and or future user of the subject site obtain a biological and environmental assessment prior to any activity on the property. The value conclusion assumes that property in compliance with all local, regional, and State environmental approvals, including those required by CEQA through California Public Utilities Code 851. The appraiser assumes no responsibility for any failure of obtaining proper environmental clearances.

CERTIFICATION

I certify that, to the best of my knowledge and belief:

The statements of fact contained in this report are true and correct.

The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.

I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.

I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

My engagement in this assignment was not contingent upon developing or reporting predetermined results.

My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.

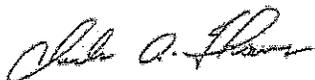
I have not made a personal inspection of the property that is the subject of this report.

No one provided significant real property assistance to the persons signing this report.

The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

As of the date of this report, I have completed the standards and ethics education requirements for Candidates of the Appraisal Institute. As of the date of this report, I have completed the requirements of the Continuing Education Program of the Bureau of Real Estate Appraisers and the International Right of Way Association.



Charles A. Thomas
SCREA AG037555
Expires June 8, 2018

April 22, 2016
Date

Easement B



August 8, 2016

Subject: Southern California Edison's Offer to Purchase Grant of Easement
Reference No. TD981476/ DSB801438119

City of Sierra Madre:

Southern California Edison (SCE) is offering to purchase the right of way easement across your property in the County of Los Angeles, State of California, identified as Assessor Parcel Number: 5762-010-900 for the amount of \$1,100.00.

Please sign in the spaces below and return this letter along with the executed easement document. All originals need to be mailed to my office at your earliest convenience. Once these items are received, a check in the amount of the offer will be promptly forwarded to you. Thank you for your cooperation in this matter.

AGREED and ACCEPTED:

BY: _____
Authorized Signer Print Name Date

BY: _____
Authorized Signer Print Name Date

BY: _____
Efriam Miranda, SCE Date

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO
SOUTHERN CALIFORNIA EDISON COMPANY

2 Innovation Way, 2ND Floor
Pomona, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.

**GRANT OF
EASEMENT**

| | | | | |
|---|--------------------------------|--|--------------|--------------------|
| DOCUMENTARY TRANSFER TAX \$ NONE VALUE AND CONSIDERATION LESS THAN \$100.00) | DISTRICT Monrovia | SERVICE ORDER TD981476 | SERIAL NO. | MAP SIZE |
| SCE Company SIG. OF DECLARANT OR AGENT DETERMINING TAX FIRM NAME | FIM 78-82C APN 5762-010-900 | APPROVED: REAL PROPERTIES DEPARTMENT | BY SLS/BT | DATE 03/16/2016 |

CITY OF SIERRA MADRE, a municipal corporation (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee") , an easement to construct, use, maintain, operate, alter, add to, repair, replace, inspect, relocate and/or remove at any time and from time to time stub poles, guywires, anchors, and other appurtenant fixtures and/or equipment made for anchorage purposes (hereinafter referred to as "Grantee's facilities"), in, on, over and across that certain real property in the County of Los Angeles, State of California, described as follows:

FOR LEGAL DESCRIPTION, SEE EXHIBITS "A" AND "B", BOTH ATTACHED HERETO AND MADE A PART HEREOF.

Grantee shall have free access to Grantee's facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted.

EXECUTED this ____ day of _____, 20____.

GRANTOR

CITY OF SIERRA MADRE, a municipal corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXECUTED this ____ day of _____, 20__.

GRANTEE

SOUTHERN CALIFORNIA EDISON
COMPANY, a corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

A 3.00 FOOT WIDE STRIP OF LAND LYING WITHIN LOT 24 OF THE SIERRA MADRE TRACT, AS PER MAP RECORDED IN BOOK 4, PAGES 502 AND 503 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE NORTHERLY LINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WESTERLY LINE OF MOUNT WILSON TRAIL, 40.00 FEET WIDE, AS SHOWN ON PARCEL MAP NO. 3753, AS PER MAP FILED IN BOOK 54, PAGE 7 OF PARCEL MAPS, IN THE OFFICE OF SAID COUNTY RECORDER, SAID POINT BEING THE SOUTHEAST CORNER OF THAT PORTION OF SAID LOT 24, MORE PARTICULARLY DESCRIBED IN THE DEED TO JEFFREY J. FARRONI AND DENISE R. FARRONI, RECORDED ON NOVEMBER 16, 2005 AS INSTRUMENT NO. 05-2761649, OF OFFICIAL RECORDS, IN THE OFFICE OF SAID COUNTY RECORDER; THENCE ALONG THE SOUTHERLY LINE OF SAID LAND OF FARRONI, NOIRTH 89°50'00" WEST 10.00 FEET TO A POINT OF ENDING.

THE SOUTHERLY SIDELINE OF SAID STRIP IS TO BE SHORTENED TO TERMINATE EASTERLY IN THE WESTERLY LINE OF SAID MOUNT WILSON TRAIL.

THE AREA OF THE ABOVE-DESCRIBED STRIP IS APPROXIMATELY 30 SQUARE FEET.

FOR SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

Prepared by me or under my supervision:

Dated: Mar 17, 2016

Glenn M. Bakke
Glenn M. Bakke R.C.E. #18619 Exp. 06-30-2017



EXHIBIT "B"

PER DEED
REC. 11/16/2005
INST. #05-2761649, O.R.

N89°50'00"W
10.00'

POB

SCE EASEMENT
3' WIDE

POR. LOT 24
THE SIERRA MADRE TRACT
M.R. 4 / 502-503



Dated Mar. 17, 2016

Glenn M. Bakke
Glenn M. Bakke R.C.E.# 18619 Exp. 6-30-17



SCALE: 1"=20'

N05°52'00"W

N00°12'00"E

MOUNT WILSON TRAIL

20'

20'

PARCEL 2
PARCEL MAP NO. 3753
P.M.B. 54 / 7

LEGEND



DENOTES SCE EASEMENT
APPROX. AREA = 30 SQ. FT.

POB = POINT OF BEGINNING



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

*Real Properties Department
Real Estate Valuation*

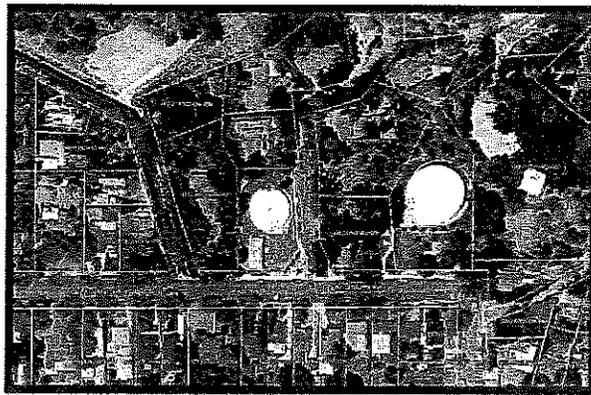
June 3, 2016

Cindy Terry
Spectrum Land Services
725 W. Town and Country Road, Suite 410
Orange, CA 92868
(714) 568-1800 x 224

SUBJECT: DSB Baldwin Circuit, Owner: City of Sierra Madre, a municipal corporation,
File # 16-038, Not# 203281007, WO# 801438119
Parcel # 5762-010-900, Address: 435 Mount Wilson Trail, Sierra Madre,
California 91024

The following appraisal is reported in a summary format for the valuation of a utility easement for a surface and overhead electrical supply system and communication system. The following report is intended to comply with the reporting requirements set forth under Standard Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice (USPAP) for the specific type of appraisal and report. This report incorporates, by reference, the data and valuation analysis contained in the office file. The information contained in this report is specific and confidential to the needs of The Southern California Edison Company (the client); the appraiser is not responsible for unauthorized use of this report. Additional supporting information is contained in the appraiser/company work file and may be provided upon request.

Southern California Edison (SCE) is currently seeking to obtain a surface and aerial electrical easement which encumbers a portion of the subject larger parcel for the installation of down guys and anchors. The subject larger parcel is improved with a municipal water tank located in the City of Sierra Madre, California. It is identified by the following highlighted LandVision map.



The subject larger parcel is located in the northwest portion of the City of Sierra Madre. The subject is located in the residential development, just south of the Angeles National Forest. The subject larger parcel is located at the southwest corner of Mount Wilson Trail, and E. Mira Monte Avenue, both being secondary streets. Traffic was noted to be light along Mount Wilson Trail. Regional access to the subject larger parcel is provided by 210 Freeway, the Foothill Freeway and Highway 134 and 2. These freeways provide linkage to the greater Los Angeles and Orange County regional transportation systems.

The utility easement consists of a rectangular strip of land situated at the northern eastern boundary of the subject larger parcel. The strip of land is 3 feet wide by approximately 10 feet wide long with a total land area of 30 square feet.

The purpose of the easement is for the installation of down guys and anchors for a surface and overhead for anchorage purposes of SCE's facilities, which deliver electrical energy and transmit intelligence by electrical means through the immediate neighborhood. The utility easement area will restrict some surface and aerial property rights as well as implementing partial restrictions to some of the subsurface rights. However, the easement area is located within a legal setback area, which substantially limits the impact to surface rights and aerial rights at the subject larger parcel, as no permanent structure can legally be constructed within the easement area in the before condition. The easement will not be situated beneath any building structures and assumed with not affect any structures. All site improvements will be replaced in kind or protected in place as part of the project.

Specifically, SCE is seeking "an easement to construct, use, maintain, operate, alter, add to, repair, replace, inspect, relocate and/or remove at any time and from time to time stub poles, guywires, anchors, and other appurtenant fixtures and/or equipment made for anchorage purposes (hereinafter referred to as "Grantee's facilities"), in, on, over and across that certain real property."

According to the Grant of Easement document that was provided, the property owner (Grantor) agrees for himself, his heirs and assigns, "Grantee shall have free access to Grantee's facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted."

A copy of the Grant of Easement deed is located in the workfile.

BASIS OF VALUATION

"Fair Market Value", as defined pursuant to Chapter 1275, Title 7, Part 3 of the California Code of Civil Procedure, entitled: Eminent Domain Law, is as follows:

Fair Market Value . . . Article 4.

Measure of Compensation for Property Taken.

- 1263.320 (a) The fair market value of the property taken is the highest price on the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing, nor obliged to sell, and a buyer, being ready, willing and able to buy but under no particular necessity for so doing, each dealing with the other with full knowledge of all the uses and purposes for which the property is reasonably adaptable and available.
- (b) The fair market value of the property taken for which there is no relevant market is its value on the date of valuation as determined by any method of valuation that is just and equitable.
- 1263.330 The fair market value of the property taken shall not include any increase or decrease in the value of the property that is attributable to any of the following:
- (a) The project for which the property is taken;
- (b) The eminent domain proceeding in which the property is taken;
- (c) Any preliminary actions of the plaintiff relating to the taking of the property.
- 1263.420 Damage to the remainder is the damage, if any, caused to the remainder by either or both of the following:
- (a) The severance of the remainder from the part taken;
- (b) The construction and use of the project for which the property is taken in the manner proposed by the plaintiff whether or not damage is caused by a portion of the project located on the part taken.
- 1263.430 Benefit to the remainder is the benefit, if any, caused by the construction and use of the project for which the property is taken in the manner proposed by the plaintiff whether or not the benefit is caused by a portion of the project located on the part taken.

"Easement", as defined in the Dictionary of Real Estate Appraisal (5th Edition), Appraisal Institute, pages 63 and 246, is as follows:

1. The right to use another's land for a stated purpose.
2. Nonpossessory (incorporeal) interest in landed property conveying use, but not ownership, of a portion of that property.

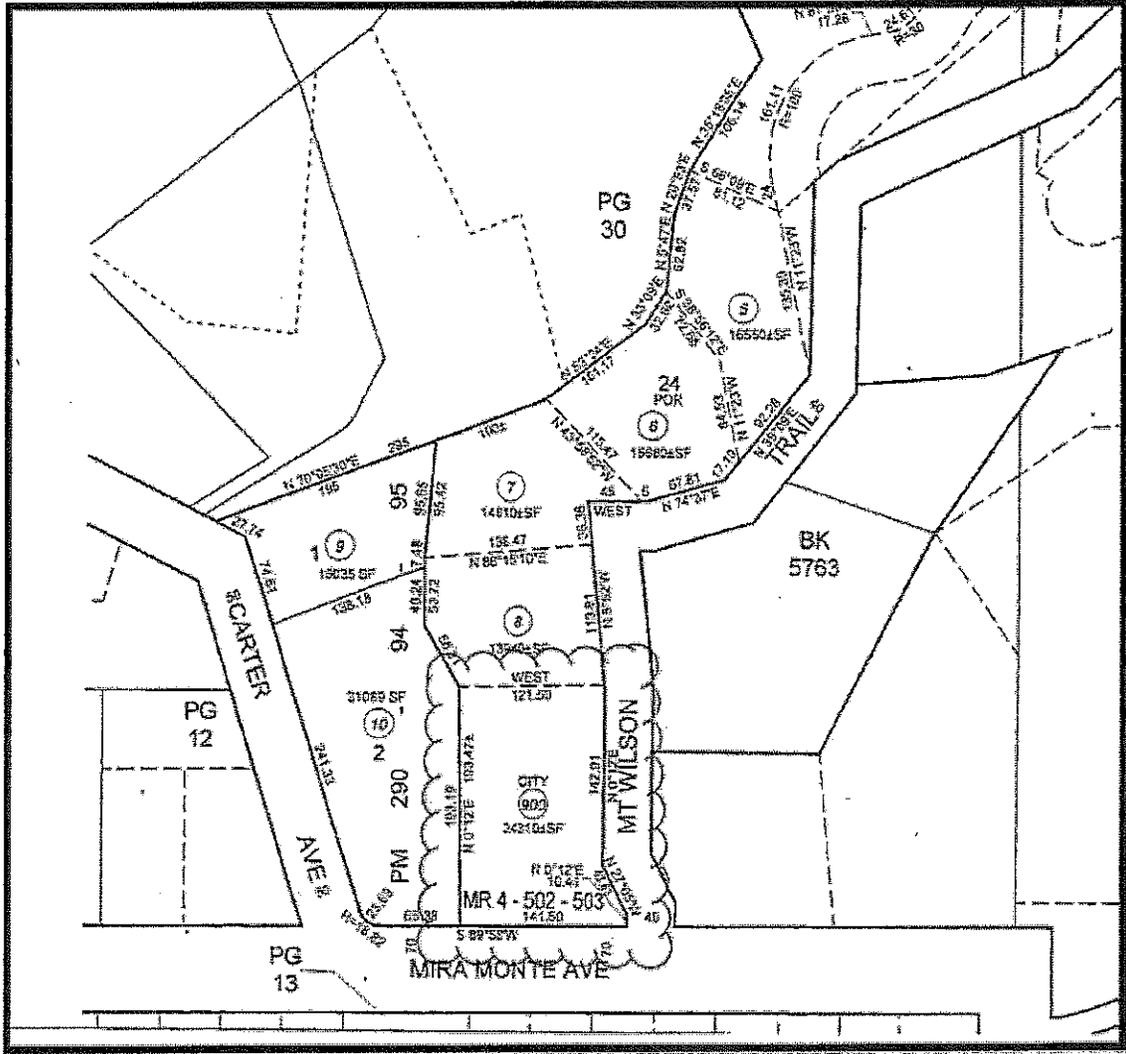
SUBJECT DATA

| | |
|----------------------------------|---|
| Land Owner and Property History: | According to public records, the owner of record is City of Sierra Madre, a municipal corporation. No title report was provided for review. Ownership is assumed to be accurate, but may be otherwise. |
| Property Sales History | According to public records, the current owners acquired the property for quite some time for an undisclosed amount. There are no known apparent current agreements, options, or listing of the subject larger parcel for sale. |
| Location: | The subject larger parcel is located along the southwest corner of Mount Wilson Trail, and E. Mira Monte Avenue. More specifically, the situs address is 435 Mount Wilson Trail, Sierra Madre, California. |
| Larger Parcel: | <p>Larger parcel is defined as “In governmental land acquisitions, the tract or tracts of land that are under the beneficial control of a single individual or entity and have the same, or an integrated, highest and best use. Elements for consideration by the appraiser in making a determination in this regard are contiguity, or proximity, as it bears on the highest and best use of the property, unity of ownership, and unity of highest and best use.”¹</p> <p>The larger parcel may be all of the parcels, part of a parcel, or several parcels, depending on the unity of legal ownership, unity of use, and contiguity. For there to be unity of title, the parcel(s) must be owned or controlled by the same individual or group of individuals. Unity of use requires that the parcel(s) possess the same use, or an integrated use, with the land. It is controlled by the highest and best use of the parcel(s). Although contiguity is not always required, normally parcels sharing this unity are physically contiguous to one another. If two parcels, for instance, are separate and devoted to different uses, the taking of one parcel will not damage the other parcel.</p> <p>In this appraisal, the subject property consists of a portion of one legal parcel, Assessor Parcel Number (“APN”) 5762-010-900. According to Public Records, the subject owner does not own any other property adjacent or proximate to this parcel. Therefore, this subject parcel represents one larger parcel for the purposes of analysis.</p> |
| APN: | 5762-010-900 |
| Ownership: | City of Sierra Madre, a municipal corporation |

¹ *Dictionary of Real Estate Appraisal* (Fifth Edition, 2010), Appraisal Institute, page 110.

Size and shape:

Per the plat map, the subject larger parcel is generally rectangular in shape and contains a land area of 24,310± square feet or 0.56± acres.



Interest Appraised: Proposed permanent utility easement over assumed fee simple land.

Property Type: Residential

Present Use: Public Facility, municipal water tank

Encumbrances: Unknown – title report not provided.

Topography: Level to slightly sloping

Utility services: Utility services available.

Environmental: Unknown: no specific documentation provided for review. Appraisal assumes no environmental factors to prohibit future development.

Hazardous Materials: None known – appraisal assumes no hazardous materials.

Zoning: The subject larger parcel is governed by the Zoning and General Plan established and enforced by the City of Sierra Madre. The subject is zoned R-1, Single Family Residential. Allowable uses includes single family residential, accessory structures, public parks, public recreational facilities and transitional and supporting housing. Street setback requirements are 25 feet for front and 6 feet for side yard.

General Plan: The General Plan Land Use designation is Residential Development, which is consistent with surrounding zoning.

Highest and Best Use as-vacant: Single Family Residential Development.

Purpose and Intended Use: This appraisal is provided for internal Edison valuation purposes to determine the value of granting an easement to Southern California Edison for utility purposes. The intended use is for Southern California Edison Real Properties staff to assist in negotiations of the property rights and is considered confidential. The intended users of this report are the SCE Real Properties staff and their representatives.

Date of value: The date of value is April 27, 2016.

Date of Inspection: No visual inspection was performed. Improvements noted on the subject larger parcel was gathered from aerial imagery from Google Earth Pro and LandVision.

Date of Report: The date of report is June 3, 2016.

Methodology: In this appraisal, the most applicable approach is the Sale Comparison Approach. The Cost and Income Approach were not included as the subject property's portions of land right to be acquired is only improved with landscaping.

Sales Comparison Approach – The Sales Comparison Approach is based on the consideration of comparable land sales and is applicable to the valuation of the land rights to be acquired. Since only a portion of the land rights are proposed to be acquired (and valued), only the land will be analyzed.

Cost Approach – The Cost Approach is based in part on a replacement cost new of improvements less depreciation. Since the property right being appraised is an easement and does not impact any improvements

(if present), the Cost Approach is considered not applicable or appropriate.

Income Capitalization Approach – The Income Approach is based on an analysis of income produced from the property and expenses to the property. Since only the underlying land value is considered, the Income Capitalization Approach is not applicable.

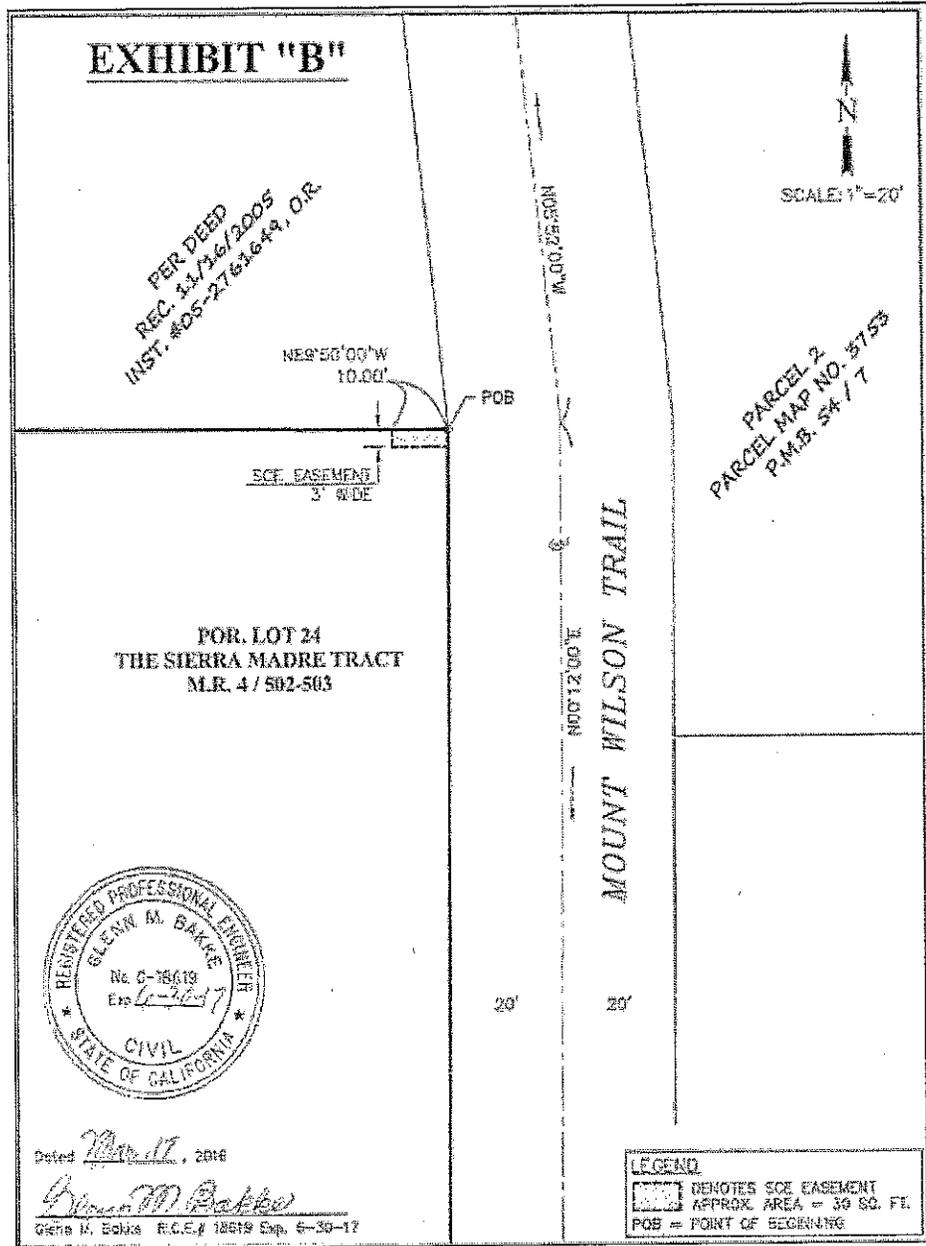
Therefore, the only applicable and appropriate method to estimate the value of the unencumbered fee land is the Sales Comparison Approach.

It is assumed that the easement being acquired is a permanent easement. SCE engineering personnel advised the appraiser that the location of the proposed electrical facilities would be in a location that is minimally disruptive to the land, while being necessary to the electrical system.

For the purposes of this appraisal, the unit of comparison used is price per square foot. Considering the subject' size, this unit is a common unit of comparison used by buyers and sellers of land in this area.

ACQUISITION DATA

Area to be acquired: Permanent Easement, containing a rectangular strip of land measuring 30 square feet per SCE sources.



Location of acquisition

Within parcel: The proposed area strip of land for a utility easement is situated at the northern eastern boundary of the subject larger parcel.

Severance damages: I have concluded that there is no severance damages as a result of the part acquired or the construction in the manner proposed. In the before

and after analysis, there is no market evidence that the easement will negatively influence the current use of the land.

Benefits: None noted.

VALUATION DATA

Scope of Work: The scope of this assignment is limited to:

- Aerial photos provided by LandVision. **No visual inspection was performed.**
- Consulted relevant public records for the subject larger parcel and sales and relevant portion of zoning ordinance with the city planning department website.
- (Research local real estate market activity for recent sales of vacant land of similar zoning to the subject. Where possible, comparable sales were verified when possible with a party to or a real estate broker involved in the transaction.
- Secondary sources such as Realist, MLS, and brokers.
- Internet websites were relied upon for data. Supporting data is retained in the appraiser's work file.
- Interviewed realtors who are active in the subject's area and surrounding markets.
- Analyze the most comparable sales data to determine an appropriate unitary value estimate for the "unencumbered fee land."
- The appraisal is for land only and does not include any improvements or structures.

Date of Value: April 27, 2016

Selected Market Data

| SUMMARY OF LAND SALE COMPARABLES | | | | | | |
|----------------------------------|---|--------------|---|--------------|----------------|---------------|
| Sale No. | Property Identification | Sale Date | Grantor | Zoning | Land Area (SF) | Sale Price |
| | | Document No. | Grantee | General Plan | Orientation | Sale Price/SF |
| 1 | 333 Wisteria Way Sierra Madre APN: 5761-026-031 | May-13 | CONRAD, TODD H; CONRAD, DEBORAH L | R-1 | 28,148 | \$499,000 |
| | | 13-0746162 | YOSHIMURA, RYAN | Residential | cul-de-sac | \$17.73 |
| 2 | 190 N. Lima Street Sierra Madre APN: 629-501-12 | Apr-15 | ZMRUKHTYAN, SARKIS; ZMRUKHTYAN, VARTOUHI | R-1 | 9,993 | \$445,000 |
| | | 15-0424173 | JIN, XIN YANG, YAN | Residential | interior | \$44.53 |
| 3 | 110 Rancho Road Sierra Madre APN: 5766-018-002 | Oct-14 | PISCITELLO, FRANK A; PISCITELLO FAMILY TRUST | R-1 | 40,616 | \$1,800,000 |
| | | 14-1158775 | THE FELIKIAN FAMILY TRUST FELIKIAN, GINA | Residential | interior | \$44.32 |
| 4 | 131 E. Orange Grove Ave. Sierra Madre APN: 5767-037-044 | Mar-12 | HOFFMAN, TOM; HOFFMAN, ELLEN | R-1-15 | 22,036 | \$700,000 |
| | | 12-0470618 | STEWART, JOHN STEWART, SUSANN | Residential | interior | \$31.77 |
| 5 | 308 Adams Street Sierra Madre APN: 5762-027-010 | Apr-16 | TAKASUGI, KAREN KAY K & J TAKASUGI FAMILY TRUST | R-1 | 4,981 | \$385,000 |
| | | 16-0432201 | ZHANG, PING XIE, HUI | Residential | interior | \$77.29 |
| Subj. | 435 Mount Wilson Trail Sierra Madre APN: 5762-010-900 | Subject | | R-1 | 24,310 | - |
| | | - | | Residential | Corner | - |

Market Data discussion:

I researched the subject's market area for comparable land sales but there were limited activity to due limited supply. Consequently it was necessary to include sales that older and a pending sale. In reviewing the market, the search of market data found comparable land sales that cover a marketing time from March 2012 through April 2016. These were the most recent and competitive sales in the subject market. The comparable sales range from \$17.73 to \$77.29 per square foot.

Comparable Sale Nos. 2, 3 and 5 were given primary consideration due to recent transaction date and zoning compared to the subject and range from \$44.32 to \$77.29 per square feet. Sale 5 is a smaller lot and considered superior to the subject. The remaining sales were given secondary consideration. Thus, it is my opinion that an appropriate value indicator for the subject larger parcel is \$50.00 per square feet, which is within the range of the market.

Easement:

The typical appraisal method for valuing partial interests (as this easement), is the *before and after* method. In this method, the appraiser values the larger parcel before the taking (or easement) is implied, and then again after the easement is assumed to be in place. The difference (if any) is the amount attributed to the easement and is the value due to the owner. However, when lesser takings, or grants, are involved where such a before and after value would likely be nominal (due to impact, location, etc...) another approach and formula is often applied.

This formula basically estimates the value of the part taken (as a part of the whole), adds damages to the larger parcel (if any), subtracts special benefits (if any), and the difference is the value of the property interest in question. This method is based on the knowledge that property ownership is known as a "bundle of rights," where an ownership can be divided into separate sticks that comprise the "bundle." For example, certain sticks or rights represent the right to use the surface of the land, or the air rights around an airport, or the subsurface rights to acquire the right to run a pipeline. This latter method has been deemed appropriate and is used in this report. There were no damages or special benefits as a result of this easement.

Easement percentage of fee: Based on the use to which the easement will be put and the property rights imposed by the taking of the proposed easement, an appropriate percentage deduction to the previously concluded fee simple value of the property will be estimated. The loss in value has been quantified based on an apportionment of the impact on the subsurface, surface and air right estates of the property. The contributory value of the easement is roughly 75% of the concluded per unit value of the fee value for the property. Reasoning is provided as follows:

75% of fee: The “bundle of rights” of any ownership can be roughly divided into 3 areas: subsurface rights, surface rights and aerial rights. The percentages of fee commonly attributed to the areas are 25% subsurface, 50% surface, and 25% aerial. The proposed surface and overhead utility easement for the installation of down guys and anchors that will be located at the northern eastern boundary of the subject larger parcel. It is assumed this easement will affect the surface and aerial rights. This is tempered by the set-back requirements and development restriction, as no building improvements are permitted in the acquisition area. The area currently is improved with landscaping and asphalt, which is allowed in the acquisition area, and will be replaced in kind or protected in place. Given the foregoing, it is my opinion that the rights to be acquired equate to 75% of the underlying fee rights within the proposed easement area.

Reconciliation: The information presented here exhibit recent market activity and valid research for industrial/office uses in the area of the subject. Taking these factors into consideration, and weighing the appropriateness, quantity and quality of the data to support a value, it is my conclusion that the data is determined to be applicable comparable unit values of the unencumbered land.

Considering the information provided along with subject’s location and physical characteristics, it is my opinion that the unit value indicator for the unencumbered interest (market value) is \$50.00 per square feet.

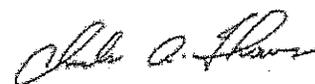
Easement areas: The easement area (dedication area) to be acquired consists of 30 square feet for a utility easement for the installation of down guys and anchors for a surface and overhead electrical supply and communication systems. The basic components of the easement are configured for surface and overhead power, distribution and communication lines. The land rights granted can be adjusted to a lower percentage of fee in comparison to granting the entire bundle of rights. Typically, this easement would prohibit most of the uses of the property owner and would constitute the majority of the bundle of rights (25% to 75%). However, the area is within the required setback requirements. Assuming that SCE will reserve the rights in the proposed document, the easement is believed to represent 75% of the value of the unencumbered fee.

Calculations:

| City of Sierra Madre | | Per Sq.Ft. | Per Acre |
|--------------------------------------|-----|---------------------------|--------------|
| Concluded Fee Simple Value Per Unit: | | \$ 50.00 | \$ 2,178,000 |
| Easement Area to be acquired: | | 30.00 | 0.0007 |
| Percent of Fee Simple Value: | 75% | City of Sierra Madre | |
| Concluded Just Compensation: | | 30.00 SFX \$50.00 X 75% = | \$1,125 |
| Rounded: | | \$1,100 | |

Just Compensation: It is my opinion that the value of the easement, as of April 27, 2016, is:

\$1,100 (ONE THOUSAND ONE HUNDRED DOLLARS)



Charles A. Thomas
 Southern California Edison
 SCE-Real Properties
 Appraiser # AG037555
 Expires June 8, 2016

Assumptions and Limiting Conditions

Standards Rule (S.R.) 2-1 of the *Standards of Professional Appraisal Practice of the Appraisal Institute* requires the appraiser to "clearly and accurately disclose any extraordinary assumption or limiting condition that directly affect" the report and indicate its impact on the value range. In compliance with S.R. 2-1 and to assist the reader in interpreting this report, such assumptions and limiting conditions are set forth as follows:

1. The term "Market Value," as used in this report, is defined as
 - (a) The fair market value of the property taken is the highest price on the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing, nor obliged to sell, and a buyer, being ready, willing, and able to buy but under no particular necessity for so doing, each dealing with the other with full knowledge of all the uses and purposes for which the property is reasonably adaptable and available.
 - (b) The fair market value of property taken for which there is no relevant, comparable market is its value on the date of valuation as determined by any method of valuation that is just and equitable.²
2. The conclusions and opinions expressed in this report apply to the date of value set forth in this report. The dollar amount of any value opinion or conclusion rendered or expressed in this report is based upon the purchasing power of the American dollar existing on the date of value.
3. The appraiser assumes no responsibility for economic, physical, or demographic factors that may affect or alter the opinions in this report if said economic, physical, or demographic factors were not present as of the date of the letter of transmittal accompanying this report. The appraiser is not obligated to predict future political, economic, or social trends.
4. In preparing this report, the appraiser was required to rely on information furnished by other individuals or found in previously existing records and/or documents. Unless otherwise indicated, such information is presumed to be reliable. However, no warranty, either expressed or implied, is given by the appraiser for the accuracy of such information and the appraiser assumes no responsibility for information relied upon later found to have been inaccurate. The appraiser reserves the right to make such adjustments to the analyses, opinions, and conclusions set forth in this report as may be required by consideration of additional data or more reliable data that may become available.
5. No opinion as to the title of the subject properties is rendered. Data related to ownership and legal description was provided by SCE sources and is considered reliable. Title is assumed marketable, free, and clear of all liens, encumbrances, easements, and restrictions except those specifically discussed in the report. The properties are valued assuming them to be under responsible ownership and competent management and available for their highest and best use.
6. The appraiser assumes no responsibility for hidden or unapparent conditions of the properties, subsoil, ground water, or structures that render the subject properties more or less valuable. No responsibility is assumed for arranging for engineering, geologic, or environmental studies that may be required to discover such hidden or unapparent conditions.

² California Code of Civil Procedure §1263.320.

7. The appraiser has not been provided any information regarding the presence of any material or substance on or in any portion of the subject properties or improvements thereon, which material or substance possesses or may possess toxic, hazardous, and/or other harmful and/or dangerous characteristics. Unless otherwise stated in the report, the appraiser did not become aware of the presence of any such material or substance during the appraiser's inspection of the subject properties. However, the appraiser is not qualified to investigate or test for the presence of such materials or substances. The presence of such materials or substances may adversely affect the value range of the subject properties. The value estimated in this report is predicated on the assumption that no such material or substance is present on or in the subject properties or in such proximity; thereto that it would cause a loss in value. The appraiser assumes no responsibility for the presence of any such substance or material on or in the subject properties, nor for any expertise or engineering knowledge required to discover the presence of such substance or material. Unless otherwise stated, this report assumes the subject properties are in compliance with all federal, state, and local environmental laws, regulations, and rules.
8. Unless otherwise stated, the subject properties are valued assuming them to be in full compliance with all applicable zoning and land use regulations and restrictions.
9. Unless otherwise stated, the properties are valued assuming that all required licenses, permits, certificates, consents or other legislative and/or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
10. No engineering survey was made by the appraiser. Except as specifically stated, data relative to size and area of the subject properties was taken from sources considered reliable and no encroachment of the subject properties are considered to exist.
11. No opinion is expressed as to the value of subsurface oil, gas, or mineral rights or whether the properties are subject to surface entry for the exploration or removal of such materials, except as is expressly stated.
12. Maps, plats, and exhibits included in this report are for illustration only to serve as an aid in visualizing matters discussed within the report. They should not be considered as surveys or relied upon for any other purpose, nor should they be removed from, reproduced, or used apart from this report.
13. No opinion is intended to be expressed for matters that require legal expertise or specialized investigation or knowledge beyond that customarily employed by real estate appraisers.
14. The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and improvements must not be used in conjunction with any other report and are invalid if so used.
15. Possession of this report, or a copy of it, does not carry with it the right of publication. Without the written consent of the appraiser, this report may not be used for any purpose by any person other than the party to whom it is addressed. In any event, this report may be used only with proper written qualification and only in its entirety for its stated purpose.
16. Testimony or attendance in court or at any other hearing is not required by reason of rendering this appraisal unless such arrangements are made a reasonable time in advance of said hearing. Further, unless otherwise indicated, separate arrangements shall be made concerning compensation for the appraiser's time to prepare for and attend any such hearing.
17. In the event that appraiser is subpoenaed for a deposition or judicial or administrative proceeding and is ordered to produce the appraisal report and files, appraiser shall immediately notify the client. Appraiser shall appear at the deposition or judicial or administrative hearing with the appraisal report and files and answer all questions unless client provides appraiser with legal

counsel who instructs appraiser not to appear, instructs appraiser not to produce certain documents, or instructs appraiser not to answer certain questions. It shall be the responsibility of client to obtain a protective order.

18. The Americans with Disabilities Act (ADA) became effective on January 26, 1992. I have not made a specific compliance survey and analysis of the properties to determine whether or not they are in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the properties, together with a detailed analysis of the requirements of the ADA, could reveal that the properties are not in compliance with one or more of the requirements of the Act. If so, this could have a negative effect on the properties' value.
19. Where the value of the various components of the property are shown separately, the value of each is segregated only as an aid to better estimating the value of the whole; the independent value of the various components may, or may not, be the market value of the component.
20. The appraiser is not qualified to detect the presence of any threatened or endangered species. The client is urged to retain an expert in this field if there is any question as to the existence of any threatened or endangered species. The value estimated in the report assumes that no threatened or endangered species is present on the property.
21. A Limited Environmental Review was not provided to the appraiser by the client. The appraiser is not an expert in biological or environmental matters and strongly suggests that the client and or future user of the subject site obtain a biological and environmental assessment prior to any activity on the property. The value conclusion assumes that property in compliance with all local, regional, and State environmental approvals, including those required by CEQA through California Public Utilities Code 851. The appraiser assumes no responsibility for any failure of obtaining proper environmental clearances.

CERTIFICATION

I certify that, to the best of my knowledge and belief:

The statements of fact contained in this report are true and correct.

The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.

I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.

I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

My engagement in this assignment was not contingent upon developing or reporting predetermined results.

My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.

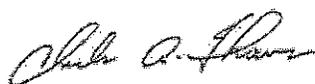
I have not made a personal inspection of the property that is the subject of this report.

No one provided significant real property assistance to the persons signing this report.

The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

As of the date of this report, I have completed the standards and ethics education requirements for Candidates of the Appraisal Institute. As of the date of this report, I have completed the requirements of the Continuing Education Program of the Bureau of Real Estate Appraisers and the International Right of Way Association.



Charles A. Thomas
SCREA AG037555
Expires June 8, 2018

June 3, 2016
Date

Easement C



July 22, 2016

Subject: Southern California Edison's Offer to Purchase Grant of Easement
Reference No. TD981476/ DSB801438119

City of Sierra Madre:

Southern California Edison (SCE) is offering to purchase the right of way easement across your property in the County of Los Angeles, State of California, identified as Assessor Parcel Number: 5762-003-900 for the amount of \$2,100.00.

Please sign in the spaces below and return this letter along with the executed easement document. All originals need to be mailed to my office at your earliest convenience. Once these items are received, a check in the amount of the offer will be promptly forwarded to you. Thank you for your cooperation in this matter.

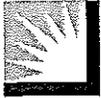
AGREED and ACCEPTED:

BY: _____
Authorized Signer Print Name Date

BY: _____
Authorized Signer Print Name Date

BY: _____
Efriam Miranda, SCE Date

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO

SOUTHERN CALIFORNIA EDISON COMPANY

2 Innovation Way, 2ND Floor
Pomona, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.

**GRANT OF
EASEMENT**

| | | | | | |
|--|-----------|----------------------|-------------------------------|------------|------------|
| DOCUMENTARY TRANSFER TAX \$ NONE VALUE AND CONSIDERATION LESS THAN \$100.00 | | DISTRICT Monrovia | SERVICE ORDER TD981476 | SERIAL NO. | MAP SIZE |
| SCE Company | | FIM 78-82C | APPROVED: | BY | DATE |
| SIG. OF DECLARANT OR AGENT DETERMINING TAX | FIRM NAME | APN 5762-003-900 | REAL PROPERTIES DEPARTMENT | SLS/BT | 07/05/2016 |

CITY OF SIERRA MADRE, a municipal corporation (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee") , an easement to construct, use, maintain, operate, alter, add to, repair, replace, inspect, relocate and/or remove at any time and from time to time stub poles, guywires, anchors, and other appurtenant fixtures and/or equipment made for anchorage purposes (hereinafter referred to as "Grantee's facilities"), in, on, over and across that certain real property in the County of Los Angeles, State of California, described as follows:

FOR LEGAL DESCRIPTION, SEE EXHIBITS "A" AND "B", BOTH ATTACHED HERETO AND MADE A PART HEREOF.

Grantee shall have free access to Grantee's facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted.

EXECUTED this _____ day of _____, 20____.

GRANTOR

CITY OF SIERRA MADRE, a municipal corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXECUTED this ____ day of _____, 20__.

GRANTEE

SOUTHERN CALIFORNIA EDISON
COMPANY, a corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document”

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

TWO STRIPS OF LAND LYING WITHIN PARCEL 2 OF PARCEL MAP NO. 11272, AS PER MAP FILED IN BOOK 135, PAGES 17 AND 18 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

STRIP #1 (4.00 FEET WIDE)

THE CENTERLINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWESTERLY CORNER OF SAID PARCEL 2; THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL 2, SOUTH 80°15'00" EAST 44.00 FEET TO A POINT HERINAFTER REFERRED TO AS POINT "A" AND THE **TRUE POINT OF BEGINNING**; THENCE LEAVING THE SOUTHERLY LINE OF SAID PARCEL 2, NORTH 00°34'54" EAST 17.00 FEET TO A POINT OF ENDING.

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE SOUTHERLY IN THE SOUTHERLY LINE OF SAID PARCEL 2.

STRIP #2 (4.00 FEET WIDE)

THE SOUTHERLY LINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

BEGINNING AT SAID POINT "A"; THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL 2, SOUTH 80°15'00" EAST 12.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #1 DESCRIBED HEREINABOVE.

THE TOTAL AREA OF THE ABOVE DESCRIBED STRIPS IS APPROXIMATELY 110 SQUARE FEET.

FOR SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

Prepared by me or under my supervision:

Dated: July 5, 2016

Glenn M. Bakke
Glenn M. Bakke R.C.E. #18619 Exp. 06-30-2017

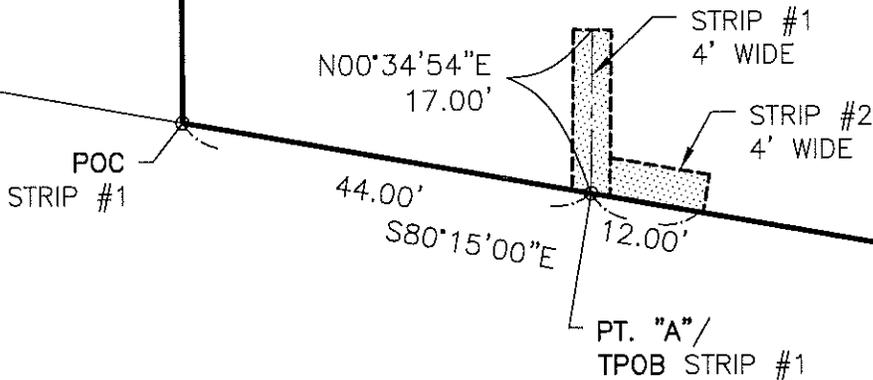


EXHIBIT "B"



SCALE: 1" = 20'

PARCEL 2
PARCEL MAP NO. 11272
P.M.B. 135/17-18



Dated July 5, 2016

Glenn M. Bakke

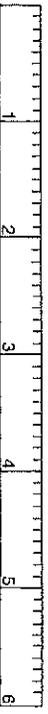
Glenn M. Bakke R.C.E.# 18619 Exp. 6-30-17

LEGEND

-  DENOTES SCE EASEMENT
APPROX. AREA = 110 SQ. FT.
- POC = POINT OF COMMENCEMENT
- TPOB = TRUE POINT OF BEGINNING

5762 3
 SCALE 1" = 100'

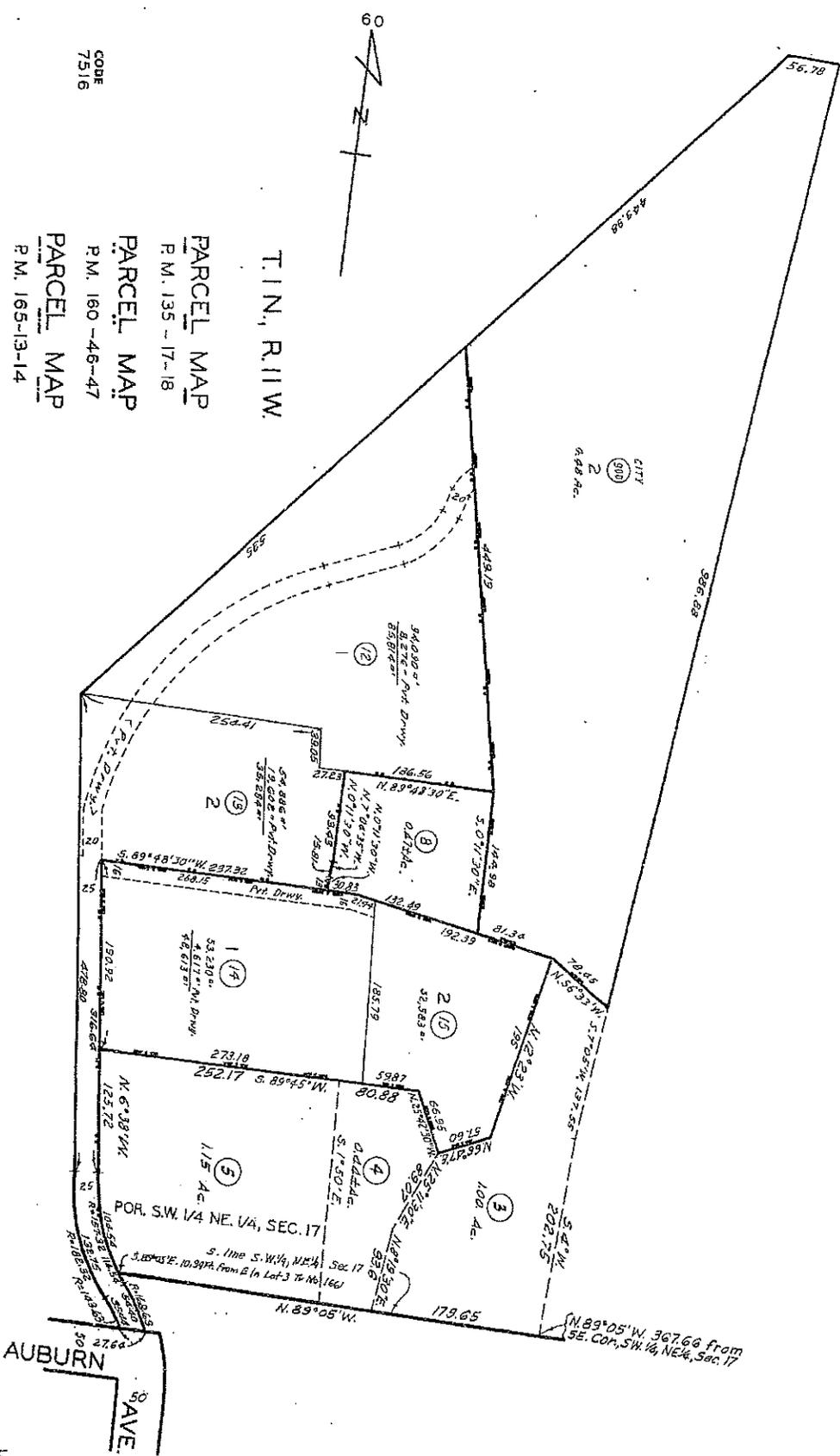
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SCALE IN 1/10 OF AN INCH

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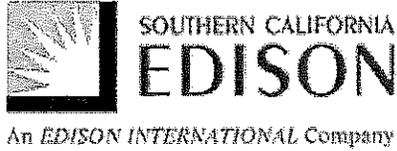
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T.I.N., R.I.W.
 PARCEL MAP
 P.M. 135-17-18
 PARCEL MAP
 P.M. 160-46-47
 PARCEL MAP
 P.M. 165-13-14

FOR PREV. ASSM'T. SEE: 66-202 & 203

JAN 25 1999
 ASSESSOR'S MAP
 COUNTY OF LOS ANGELES, CALIF.



***Real Properties Department
Real Estate Valuation***

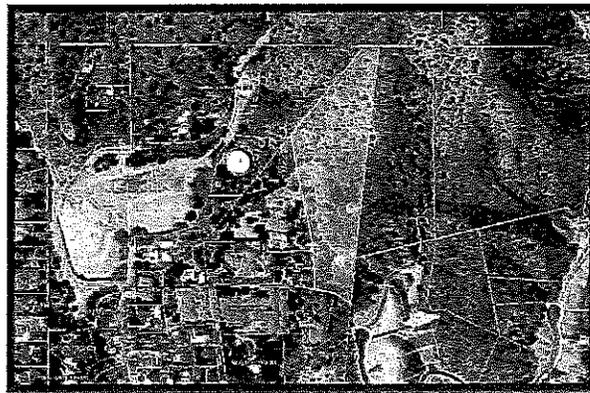
July 22, 2016

Cindy Terry
Spectrum Land Services
725 W. Town and Country Road, Suite 410
Orange, CA 92868
(714) 568-1800 x 224

SUBJECT: DSB Baldwin Circuit, Owner: City of Sierra Madre, a municipal corporation,
File # 16-038B, Not# 203281007, WO# 801438119
Parcel # 5762-003-900, Address: 607 Auburn Drive, Sierra Madre, California
91024

The following appraisal is reported in a summary format for the valuation of a utility easement for a surface and overhead electrical supply system and communication system. The following report is intended to comply with the reporting requirements set forth under Standard Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice (USPAP) for the specific type of appraisal and report. This report incorporates, by reference, the data and valuation analysis contained in the office file. The information contained in this report is specific and confidential to the needs of The Southern California Edison Company (the client); the appraiser is not responsible for unauthorized use of this report. Additional supporting information is contained in the appraiser/company work file and may be provided upon request.

Southern California Edison (SCE) is currently seeking to obtain a surface and aerial electrical easement which encumbers a portion of the subject larger parcel for the installation of down guys and anchors. The subject larger parcel is improved with a municipal water tank located in the City of Sierra Madre, California. It is identified by the following highlighted LandVision map.



The subject larger parcel is located in the northwest portion of the City of Sierra Madre. The subject is located in the residential development, just south of the Angeles National Forest. The subject larger parcel is located at the terminus of Auburn Drive, and just north of Elm Avenue, both being secondary streets. Traffic was noted to be light along Auburn Drive. Regional access to the subject larger parcel is provided by 210 Freeway, the Foothill Freeway and Highway 134 and 2. These freeways provide linkage to the greater Los Angeles and Orange County regional transportation systems.

The utility easement consists of a rectangular strip of land situated at the southwestern boundary of the subject larger parcel. The strip of land is 4 feet wide by approximately 9.5 feet wide long with a total land area of 110 square feet.

The purpose of the easement is for the installation of down guys and anchors for a surface and overhead for anchorage purposes of SCE's facilities, which deliver electrical energy and transmit intelligence by electrical means through the immediate neighborhood. The utility easement area will restrict some surface and aerial property rights as well as implementing partial restrictions to some of the subsurface rights. However, the easement area is located within a legal setback area, which substantially limits the impact to surface rights and aerial rights at the subject larger parcel, as no permanent structure can legally be constructed within the easement area in the before condition. The easement will not be situated beneath any building structures and assumed with not affect any structures. All site improvements will be replaced in kind or protected in place as part of the project.

Specifically, SCE is seeking "an easement to construct, use, maintain, operate, alter, add to, repair, replace, inspect, relocate and/or remove at any time and from time to time stub poles, guywires, anchors, and other appurtenant fixtures and/or equipment made for anchorage purposes (hereinafter referred to as "Grantee's facilities"), in, on, over and across that certain real property."

According to the Grant of Easement document that was provided, the property owner (Grantor) agrees for himself, his heirs and assigns, "Grantee shall have free access to Grantee's facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted."

A copy of the Grant of Easement deed is located in the workfile.

BASIS OF VALUATION

"Fair Market Value", as defined pursuant to Chapter 1275, Title 7, Part 3 of the California Code of Civil Procedure, entitled: Eminent Domain Law, is as follows:

Fair Market Value . . . Article 4.

Measure of Compensation for Property Taken.

1263.320 (a) The fair market value of the property taken is the highest price on the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing, nor obliged to sell, and a buyer, being ready, willing and able to buy but under no particular necessity for so doing, each dealing with the other with full knowledge of all the uses and purposes for which the property is reasonably adaptable and available.

(b) The fair market value of the property taken for which there is no relevant market is its value on the date of valuation as determined by any method of valuation that is just and equitable.

1263.330 The fair market value of the property taken shall not include any increase or decrease in the value of the property that is attributable to any of the following:

- (a) The project for which the property is taken;
- (b) The eminent domain proceeding in which the property is taken;
- (c) Any preliminary actions of the plaintiff relating to the taking of the property.

1263.420 Damage to the remainder is the damage, if any, caused to the remainder by either or both of the following:

- (a) The severance of the remainder from the part taken;
- (b) The construction and use of the project for which the property is taken in the manner proposed by the plaintiff whether or not damage is caused by a portion of the project located on the part taken.

1263.430 Benefit to the remainder is the benefit, if any, caused by the construction and use of the project for which the property is taken in the manner proposed by the plaintiff whether or not the benefit is caused by a portion of the project located on the part taken.

"Easement", as defined in the Dictionary of Real Estate Appraisal (5th Edition), Appraisal Institute, pages 63 and 246, is as follows:

1. The right to use another's land for a stated purpose.
2. Nonpossessory (incorporeal) interest in landed property conveying use, but not ownership, of a portion of that property.

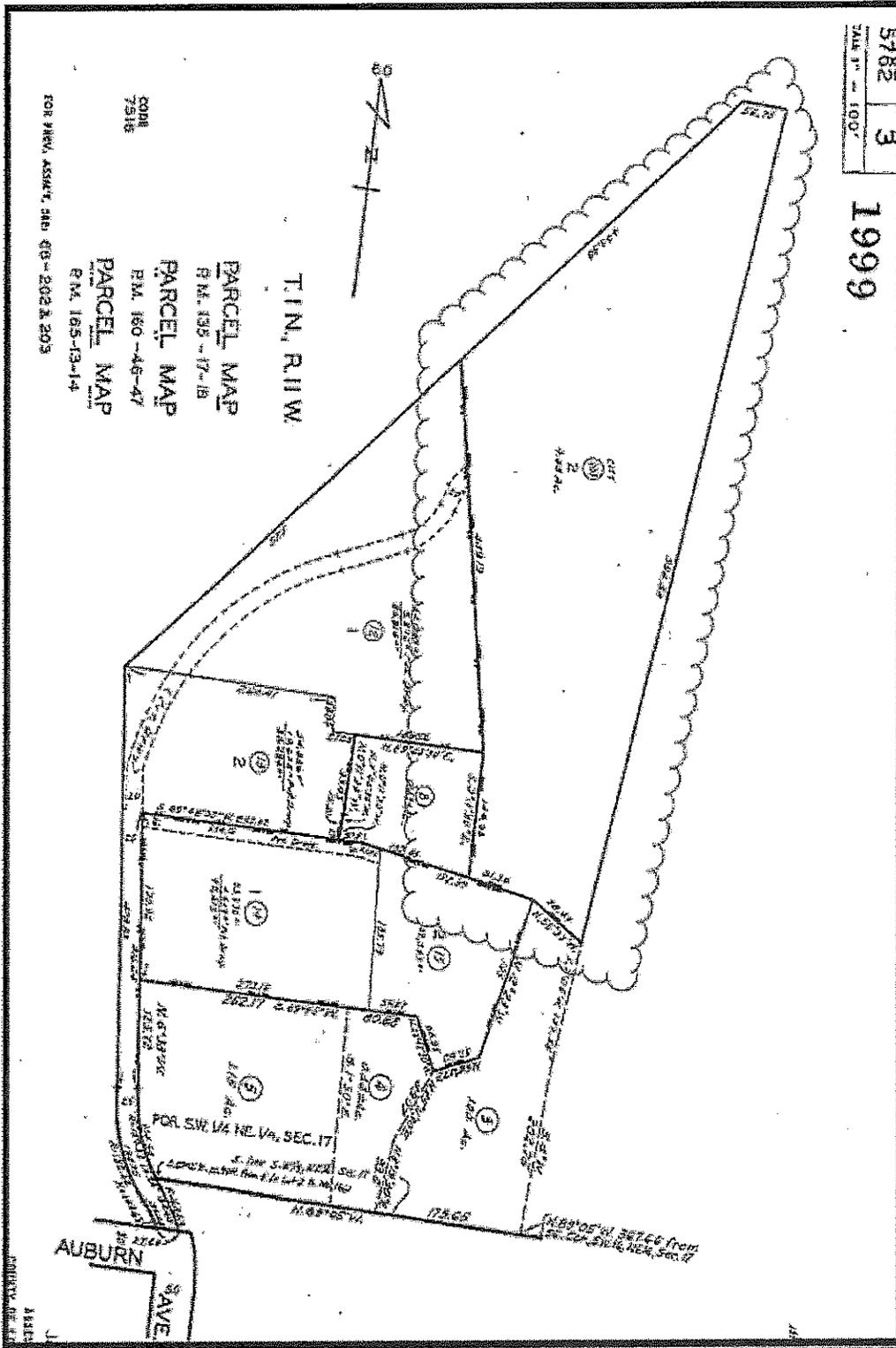
SUBJECT DATA

| | |
|----------------------------------|---|
| Land Owner and Property History: | According to public records, the owner of record is City of Sierra Madre, a municipal corporation. No title report was provided for review. Ownership is assumed to be accurate, but may be otherwise. |
| Property Sales History | According to public records, the current owners acquired the property for quite some time for an undisclosed amount. There are no known apparent current agreements, options, or listing of the subject larger parcel for sale. |
| Location: | The subject larger parcel is located along the terminus of Auburn Drive, and just north of Elm Avenue. More specifically, the situs address is approximately 607 Auburn Drive, Sierra Madre, California. |
| Larger Parcel: | <p>Larger parcel is defined as “In governmental land acquisitions, the tract or tracts of land that are under the beneficial control of a single individual or entity and have the same, or an integrated, highest and best use. Elements for consideration by the appraiser in making a determination in this regard are contiguity, or proximity, as it bears on the highest and best use of the property, unity of ownership, and unity of highest and best use.”¹</p> <p>The larger parcel may be all of the parcels, part of a parcel, or several parcels, depending on the unity of legal ownership, unity of use, and contiguity. For there to be unity of title, the parcel(s) must be owned or controlled by the same individual or group of individuals. Unity of use requires that the parcel(s) possess the same use, or an integrated use, with the land. It is controlled by the highest and best use of the parcel(s). Although contiguity is not always required, normally parcels sharing this unity are physically contiguous to one another. If two parcels, for instance, are separate and devoted to different uses, the taking of one parcel will not damage the other parcel.</p> <p>In this appraisal, the subject property consists of a portion of one legal parcel, Assessor Parcel Number (“APN”) 5762-003-900. According to Public Records, the subject owner does not own any other property adjacent or proximate to this parcel. Therefore, this subject parcel represents one larger parcel for the purposes of analysis.</p> |
| APN: | 5762-003-900 |
| Ownership: | City of Sierra Madre, a municipal corporation |

¹ *Dictionary of Real Estate Appraisal* (Fifth Edition, 2010), Appraisal Institute, page 110.

Size and shape:

Per the plat map, the subject larger parcel is generally rectangular in shape and contains a land area of 195,141± square feet or 4.48± acres.



Interest Appraised: Proposed permanent utility easement over assumed fee simple land.

Property Type: H-Hillside Management

Present Use: Open Space and Public Facility for hillside preservation

Encumbrances: Unknown – title report not provided.

Topography: Sloping

Utility services: Utility services available.

Environmental: Unknown: no specific documentation provided for review. Appraisal assumes no environmental factors to prohibit future development.

Hazardous Materials: None known – appraisal assumes no hazardous materials.

Zoning: The subject larger parcel is governed by the Zoning and General Plan established and enforced by the City of Sierra Madre. The subject is zoned H, Hillside Management Zone to facilitate hillside preservation through the development standards and guidelines and encourage development that is sensitive to the unique characteristics of the hillside areas, which include, but are not limited to, slopes, land forms, vegetation and scenic quality; accordingly, innovation in the design of buildings and structures is encouraged so long as the result preserves hillside areas consistent with the General Plan. This also allows Hillside management residential zone. The designation on the city's official zoning map for the hillside management residential zone shall be "R-H" with an administrative hillside development permit or a hillside development permit. Allowed Uses in the R-H Zone are home occupations. Standard Front Yard Setback. Every lot in the R-1 zone shall have a front yard of at least twenty-five feet, except as provided in this chapter.

2. Front Yard Setbacks Greater than Twenty-Five Feet. Whenever fifty percent, or greater, of the properties on the same side of the street in any block as the project site have been developed with structures where the front yard setback is greater than thirty feet, then all building and/or structures thereafter constructed, enlarged, erected or established within any such block on the same side of the street as shown on one of the following scenarios under Diagram E which most closely represents the conditions which apply to the project site. In no case, shall the required front yard setback exceed seventy-five feet.

General Plan: The General Plan Land Use designation is Residential Development, which is consistent with surrounding zoning.

Highest and Best Use as-vacant: Single Family Residential Development.

Purpose and
Intended Use:

This appraisal is provided for internal Edison valuation purposes to determine the value of granting an easement to Southern California Edison for utility purposes. The intended use is for Southern California Edison Real Properties staff to assist in negotiations of the property rights and is considered confidential. The intended users of this report are the SCE Real Properties staff and their representatives.

Date of value:

The date of value is June 1, 2016.

Date of Inspection:

No visual inspection was performed. Improvements noted on the subject larger parcel was gathered from aerial imagery from Google Earth Pro and LandVision.

Date of Report:

The date of report is July 22, 2016.

Methodology:

In this appraisal, the most applicable approach is the Sale Comparison Approach. The Cost and Income Approach were not included as the subject property's portions of land right to be acquired is only improved with landscaping.

Sales Comparison Approach – The Sales Comparison Approach is based on the consideration of comparable land sales and is applicable to the valuation of the land rights to be acquired. Since only a portion of the land rights are proposed to be acquired (and valued), only the land will be analyzed.

Cost Approach – The Cost Approach is based in part on a replacement cost new of improvements less depreciation. Since the property right being appraised is an easement and does not impact any improvements (if present), the Cost Approach is considered not applicable or appropriate.

Income Capitalization Approach – The Income Approach is based on an analysis of income produced from the property and expenses to the property. Since only the underlying land value is considered, the Income Capitalization Approach is not applicable.

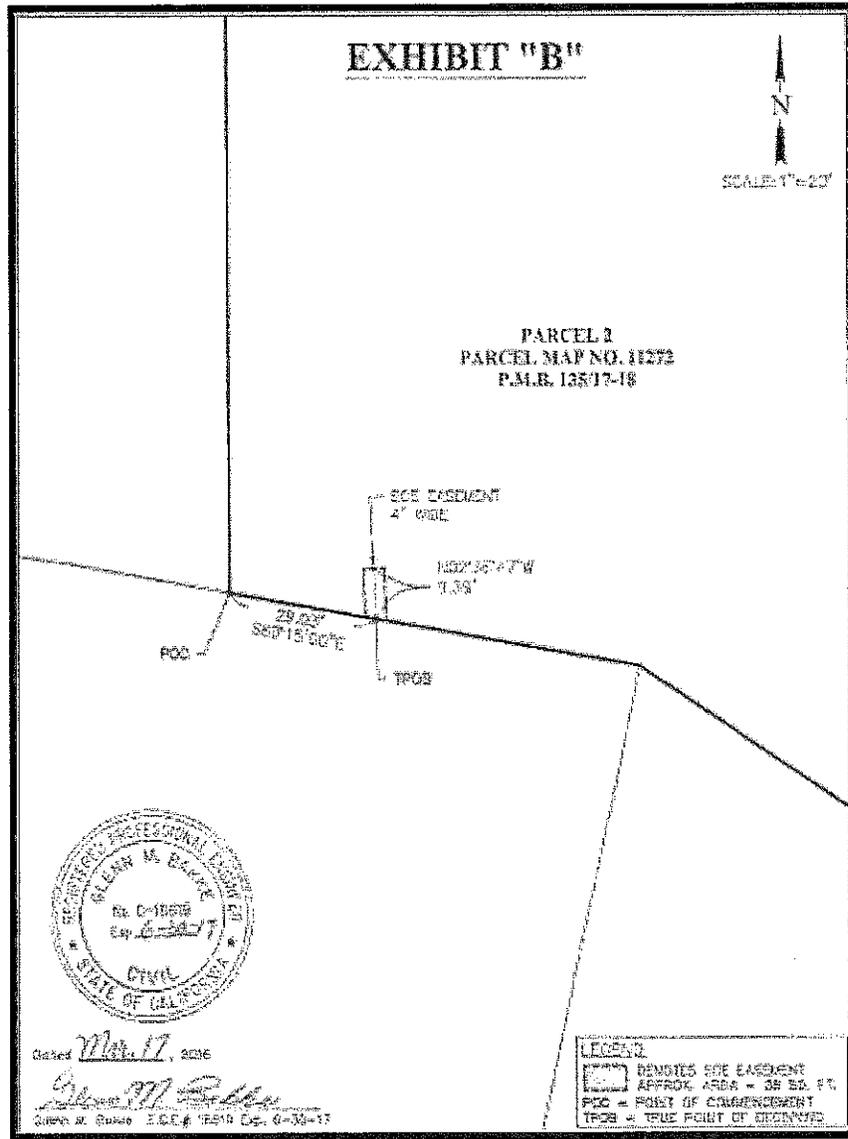
Therefore, the only applicable and appropriate method to estimate the value of the unencumbered fee land is the Sales Comparison Approach.

It is assumed that the easement being acquired is a permanent easement. SCE engineering personnel advised the appraiser that the location of the proposed electrical facilities would be in a location that is minimally disruptive to the land, while being necessary to the electrical system.

For the purposes of this appraisal, the unit of comparison used is price per square foot. Considering the subject' size, this unit is a common unit of comparison used by buyers and sellers of land in this area.

ACQUISITION DATA

Area to be acquired: Permanent Easement, containing a rectangular strip of land measuring 110 square feet per SCE sources.



Location of acquisition

Within parcel: The proposed area strip of land for a utility easement is situated at the southwestern boundary of the subject larger parcel.

Severance damages: I have concluded that there is no severance damages as a result of the part acquired or the construction in the manner proposed. In the before and after analysis, there is no market evidence that the easement will negatively influence the current use of the land.

Benefits: None noted.

VALUATION DATA

Scope of Work: The scope of this assignment is limited to:

- Aerial photos provided by LandVision. **No visual inspection was performed.**
- Consulted relevant public records for the subject larger parcel and sales and relevant portion of zoning ordinance with the city planning department website.
- (Research local real estate market activity for recent sales of vacant land of similar zoning to the subject. Where possible, comparable sales were verified when possible with a party to or a real estate broker involved in the transaction.
- Secondary sources such as Realist, MLS, and brokers.
- Internet websites were relied upon for data. Supporting data is retained in the appraiser's work file.
- Interviewed realtors who are active in the subject's area and surrounding markets.
- Analyze the most comparable sales data to determine an appropriate unitary value estimate for the "unencumbered fee land."
- The appraisal is for land only and does not include any improvements or structures.

Date of Value: June 1, 2016

Selected Market Data

| SUMMARY OF LAND SALE COMPARABLES | | | | | | |
|----------------------------------|---|--------------|---|------------------------------|----------------|---------------|
| Sale No. | Property Identification | Sale Date | Grantor | Zoning | Land Area (SF) | Sale Price |
| | | Document No. | Grantee | General Plan | Orientation | Sale Price/SF |
| 1 | 333 Wisteria Way Sierra Madre APN: 5761-026-031 | May-13 | CONRAD, TODD H; CONRAD, DEBORAH L | R-1 | 28,148 | \$499,000 |
| | | 13-0746162 | YOSHIMURA, RYAN | Residential | cul-de-sac | \$17.73 |
| 2 | 190 N. Lina Street Sierra Madre APN: 629-501-12 | Apr-15 | ZMRUKHTYAN, SARKIS; ZMRUKHTYAN, VARTOUHI | R-1 | 9,993 | \$445,000 |
| | | 15-0424173 | JIN, XIN YANG, YAN | Residential | interior | \$44.53 |
| 3 | 110 Rancho Road Sierra Madre APN:5766-018-002 | Oct-14 | PISCITELLO, FRANK A; PISCITELLO FAMILY TRUST | R-1 | 40,616 | \$1,800,000 |
| | | 14-1158775 | THE FELKIAN FAMILY TRUST FELKIAN, GINA | Residential | interior | \$44.32 |
| 4 | 131 E. Orange Grove Ave. Sierra Madre APN: 5767-037-044 | Mar-12 | HOFFMAN, TOM; HOFFMAN, ELLEN | R-1-15 | 22,036 | \$700,000 |
| | | 12-0470618 | STEWART, JOHN STEWART, SUSAN N | Residential | interior | \$31.77 |
| 5 | 308 Adams Street Sierra Madre APN: 5762-027-010 | Apr-16 | TAKASUGI, KAREN KAY K & J TAKASUGI FAMILY TRUST | R-1 | 4,981 | \$385,000 |
| | | 16-0432201 | ZHANG, PING XIE, HUI | Residential | interior | \$77.29 |
| Subj. | 607 Auburn Drive Sierra Madre APN: 5762-003-900 | Subject | | H | 195,141 | - |
| | | - | | Hillside Mgmt/Residential | Corner | - |

Market Data discussion:

I researched the subject's market area for comparable land sales but there were limited activity to due limited supply. Consequently it was necessary to include sales that are older. In reviewing the market, the search of market data found comparable land sales that cover a marketing time from March 2012 through April 2016. These were the most recent and competitive sales in the subject market. The comparable sales range from \$17.73 to \$77.29 per square foot.

Comparable Sale Nos. 1, 2, and 3 were given primary consideration due to recent transaction date and zoning compared to the subject and range from \$17.73 to \$44.53 per square feet. Sale 5 is a smaller lot and considered superior to the subject. The remaining sales were given secondary consideration. The subject's size, steep topography, limited development potential and grading is inferior to the comparable sales. Thus, it is my opinion that an appropriate value indicator for the subject larger parcel is \$25.00 per square feet, which is within the range of the market.

Easement:

The typical appraisal method for valuing partial interests (as this easement), is the *before and after* method. In this method, the appraiser values the larger parcel before the taking (or easement) is implied, and then again after the easement is assumed to be in place. The difference (if any) is the amount attributed to the easement and is the value due to the owner. However, when lesser takings, or grants, are involved where such a before and after value would likely be nominal (due to impact, location, etc...) another approach and formula is often applied.

This formula basically estimates the value of the part taken (as a part of the whole), adds damages to the larger parcel (if any), subtracts special benefits (if any), and the difference is the value of the property interest in question. This method is based on the knowledge that property ownership is known as a "bundle of rights," where an ownership can be divided into separate sticks that comprise the "bundle." For example, certain sticks or rights represent the right to use the surface of the land, or the air rights around an airport, or the subsurface rights to acquire the right to run a pipeline. This latter method has been deemed appropriate and is used in this report. There were no damages or special benefits as a result of this easement.

Easement percentage of fee: Based on the use to which the easement will be put and the property rights imposed by the taking of the proposed easement, an appropriate percentage deduction to the previously concluded fee simple value of the property will be estimated. The loss in value has been quantified based on an apportionment of the impact on the subsurface, surface and air right estates of the property. The contributory value of the easement is roughly 75% of the concluded per unit value of the fee value for the property. Reasoning is provided as follows:

75% of fee: The "bundle of rights" of any ownership can be roughly divided into 3 areas: subsurface rights, surface rights and aerial rights. The percentages of fee commonly attributed to the areas are 25% subsurface, 50% surface, and 25% aerial. The proposed surface and overhead utility easement for the installation of down guys and anchors that will be located at the southwestern boundary of the subject larger parcel. It is assumed this easement will affect the surface and aerial rights. This is tempered by the set-back requirements and development restriction, as no building improvements are permitted in the acquisition area. The area currently is improved with landscaping and asphalt, which is allowed in the acquisition area, and will be replaced in kind or protected in place. Given the foregoing, it is my opinion that the rights to be acquired equate to 75% of the underlying fee rights within the proposed easement area.

Reconciliation: The information presented here exhibit recent market activity and valid research for industrial/office uses in the area of the subject. Taking these factors into consideration, and weighing the appropriateness, quantity and quality of the data to support a value, it is my conclusion that the data is determined to be applicable comparable unit values of the unencumbered land.

Considering the information provided along with subject's location and physical characteristics, it is my opinion that the unit value indicator for the unencumbered interest (market value) is \$25.00 per square feet.

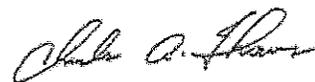
Easement areas: The easement area (dedication area) to be acquired consists of 110 square feet for a utility easement for the installation of down guys and anchors for a surface and overhead electrical supply and communication systems. The basic components of the easement are configured for surface and overhead power, distribution and communication lines. The land rights granted can be adjusted to a lower percentage of fee in comparison to granting the entire bundle of rights. Typically, this easement would prohibit most of the uses of the property owner and would constitute the majority of the bundle of rights (25% to 75%). However, the area is within the required setback requirements. Assuming that SCE will reserve the rights in the proposed document, the easement is believed to represent 75% of the value of the unencumbered fee.

Calculations:

| | | | |
|---|----------------------------|-------------------|-----------------|
| City of Sierra Madre 5762-003-900 | | Per Sq.Ft. | Per Acre |
| Concluded Fee Simple Value Per Unit: | | \$ 25.00 | \$ 1,089,000 |
| Easement Area to be acquired: | | 110.00 | 0.0025 |
| Percent of Fee Simple Value: | 75% | \$ 18.75 | \$ 816,750 |
| Concluded Just Compensation: | 110.00 SFX \$25.00 X 75% = | \$2,063 | |
| Rounded: | \$2,100 | | |

Just Compensation: It is my opinion that the value of the easement, as of June 1, 2016, is:

\$2,100 (TWO THOUSAND ONE HUNDRED DOLLARS) – Nominal Value



Charles A. Thomas
 Southern California Edison
 SCE-Real Properties
 Appraiser # AG037555
 Expires June 8, 2016

Assumptions and Limiting Conditions

Standards Rule (S.R.) 2-1 of the *Standards of Professional Appraisal Practice of the Appraisal Institute* requires the appraiser to "clearly and accurately disclose any extraordinary assumption or limiting condition that directly affect" the report and indicate its impact on the value range. In compliance with S.R. 2-1 and to assist the reader in interpreting this report, such assumptions and limiting conditions are set forth as follows:

1. The term "Market Value," as used in this report, is defined as
 - (a) The fair market value of the property taken is the highest price on the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing, nor obliged to sell, and a buyer, being ready, willing, and able to buy but under no particular necessity for so doing, each dealing with the other with full knowledge of all the uses and purposes for which the property is reasonably adaptable and available.
 - (b) The fair market value of property taken for which there is no relevant, comparable market is its value on the date of valuation as determined by any method of valuation that is just and equitable."²
2. The conclusions and opinions expressed in this report apply to the date of value set forth in this report. The dollar amount of any value opinion or conclusion rendered or expressed in this report is based upon the purchasing power of the American dollar existing on the date of value.
3. The appraiser assumes no responsibility for economic, physical, or demographic factors that may affect or alter the opinions in this report if said economic, physical, or demographic factors were not present as of the date of the letter of transmittal accompanying this report. The appraiser is not obligated to predict future political, economic, or social trends.
4. In preparing this report, the appraiser was required to rely on information furnished by other individuals or found in previously existing records and/or documents. Unless otherwise indicated, such information is presumed to be reliable. However, no warranty, either expressed or implied, is given by the appraiser for the accuracy of such information and the appraiser assumes no responsibility for information relied upon later found to have been inaccurate. The appraiser reserves the right to make such adjustments to the analyses, opinions, and conclusions set forth in this report as may be required by consideration of additional data or more reliable data that may become available.
5. No opinion as to the title of the subject properties is rendered. Data related to ownership and legal description was provided by SCE sources and is considered reliable. Title is assumed marketable, free, and clear of all liens, encumbrances, easements, and restrictions except those specifically discussed in the report. The properties are valued assuming them to be under responsible ownership and competent management and available for their highest and best use.
6. The appraiser assumes no responsibility for hidden or unapparent conditions of the properties, subsoil, ground water, or structures that render the subject properties more or less valuable. No responsibility is assumed for arranging for engineering, geologic, or environmental studies that may be required to discover such hidden or unapparent conditions.

² California Code of Civil Procedure §1263.320.

7. The appraiser has not been provided any information regarding the presence of any material or substance on or in any portion of the subject properties or improvements thereon, which material or substance possesses or may possess toxic, hazardous, and/or other harmful and/or dangerous characteristics. Unless otherwise stated in the report, the appraiser did not become aware of the presence of any such material or substance during the appraiser's inspection of the subject properties. However, the appraiser is not qualified to investigate or test for the presence of such materials or substances. The presence of such materials or substances may adversely affect the value range of the subject properties. The value estimated in this report is predicated on the assumption that no such material or substance is present on or in the subject properties or in such proximity; thereto that it would cause a loss in value. The appraiser assumes no responsibility for the presence of any such substance or material on or in the subject properties, nor for any expertise or engineering knowledge required to discover the presence of such substance or material. Unless otherwise stated, this report assumes the subject properties are in compliance with all federal, state, and local environmental laws, regulations, and rules.
8. Unless otherwise stated, the subject properties are valued assuming them to be in full compliance with all applicable zoning and land use regulations and restrictions.
9. Unless otherwise stated, the properties are valued assuming that all required licenses, permits, certificates, consents or other legislative and/or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
10. No engineering survey was made by the appraiser. Except as specifically stated, data relative to size and area of the subject properties was taken from sources considered reliable and no encroachment of the subject properties are considered to exist.
11. No opinion is expressed as to the value of subsurface oil, gas, or mineral rights or whether the properties are subject to surface entry for the exploration or removal of such materials, except as is expressly stated.
12. Maps, plats, and exhibits included in this report are for illustration only to serve as an aid in visualizing matters discussed within the report. They should not be considered as surveys or relied upon for any other purpose, nor should they be removed from, reproduced, or used apart from this report.
13. No opinion is intended to be expressed for matters that require legal expertise or specialized investigation or knowledge beyond that customarily employed by real estate appraisers.
14. The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and improvements must not be used in conjunction with any other report and are invalid if so used.
15. Possession of this report, or a copy of it, does not carry with it the right of publication. Without the written consent of the appraiser, this report may not be used for any purpose by any person other than the party to whom it is addressed. In any event, this report may be used only with proper written qualification and only in its entirety for its stated purpose.
16. Testimony or attendance in court or at any other hearing is not required by reason of rendering this appraisal unless such arrangements are made a reasonable time in advance of said hearing. Further, unless otherwise indicated, separate arrangements shall be made concerning compensation for the appraiser's time to prepare for and attend any such hearing.
17. In the event that appraiser is subpoenaed for a deposition or judicial or administrative proceeding and is ordered to produce the appraisal report and files, appraiser shall immediately notify the client. Appraiser shall appear at the deposition or judicial or administrative hearing with the appraisal report and files and answer all questions unless client provides appraiser with legal counsel who instructs appraiser not to appear, instructs appraiser not to produce certain documents,

or instructs appraiser not to answer certain questions. It shall be the responsibility of client to obtain a protective order.

18. The Americans with Disabilities Act (ADA) became effective on January 26, 1992. I have not made a specific compliance survey and analysis of the properties to determine whether or not they are in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the properties, together with a detailed analysis of the requirements of the ADA, could reveal that the properties are not in compliance with one or more of the requirements of the Act. If so, this could have a negative effect on the properties' value.
19. Where the value of the various components of the property are shown separately, the value of each is segregated only as an aid to better estimating the value of the whole; the independent value of the various components may, or may not, be the market value of the component.
20. The appraiser is not qualified to detect the presence of any threatened or endangered species. The client is urged to retain an expert in this field if there is any question as to the existence of any threatened or endangered species. The value estimated in the report assumes that no threatened or endangered species is present on the property.
21. A Limited Environmental Review was not provided to the appraiser by the client. The appraiser is not an expert in biological or environmental matters and strongly suggests that the client and or future user of the subject site obtain a biological and environmental assessment prior to any activity on the property. The value conclusion assumes that property in compliance with all local, regional, and State environmental approvals, including those required by CEQA through California Public Utilities Code 851. The appraiser assumes no responsibility for any failure of obtaining proper environmental clearances.

CERTIFICATION

I certify that, to the best of my knowledge and belief:

The statements of fact contained in this report are true and correct.

The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.

I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.

I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

My engagement in this assignment was not contingent upon developing or reporting predetermined results.

My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.

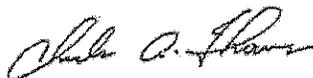
I have not made a personal inspection of the property that is the subject of this report.

No one provided significant real property assistance to the persons signing this report.

The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

As of the date of this report, I have completed the standards and ethics education requirements for Candidates of the Appraisal Institute. As of the date of this report, I have completed the requirements of the Continuing Education Program of the Bureau of Real Estate Appraisers and the International Right of Way Association.



Charles A. Thomas
SCREA AG037555
Expires June 8, 2018

July 22, 2016
Date



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: September 13, 2016

SUBJECT: RECOMMENDATION TO DIRECT STAFF TO ADVERTISE FOR BIDS ON SEWER SYSTEM REPAIR PROJECT FOR FY 2016-17

SUMMARY

Staff recommends that the City Council direct staff to advertise for bids the FY 2016-17 sewer main repair project.

ANALYSIS

The FY 2016-17 Budget Capital Improvement Plan provides \$115,700 for the construction of repairs to existing sewer mains within the City. Staff has prepared bid documents to facilitate the construction of repairs to 12 damaged segments of sewer as identified in the existing Sewer System Management Plan.

As noted in the Notice Inviting Bids, the project to be constructed consists of the installation of 2,785 lineal feet of pipe lining within 8" diameter VCP sewer main located in 12 (Manhole-to-manhole) sections of existing sewer main. The project shall include cleaning and video inspection of the existing sewer prior to liner installation as well as quality assurance video inspection following liner installation.

The lining of sanitary sewers is a common means of extending the life of sewer systems. The technique has been used in Sierra Madre in the past; a section of the existing sewer in East Highland Avenue between Mountain Trail and Baldwin was lined to prevent root intrusion in the early 90's, South Mountain Trail was lined from near Oagne grove to Suffolk Avenue, and LA County Sanitation District lined their trunk sewers in South Baldwin and East Orange Grove in the early 2000's. It is a process that eliminates the need to dig up streets, as all work is done below ground, with activity taking place between existing manholes.

The sewer lining process begins with the contractor setting up a temporary bypass, to eliminate the flow through the pipe being worked on. Sewage is pumped from the upstream manhole to the downstream manhole, vacating the work site. The existing sewer is then cleaned and inspected. Following the inspection the flattened tubular section of liner to cover the entire reach between manholes is unrolled from a truck down into the manhole and through the pipe. Once the liner is in place, it is inflated. A robotic device is sent through the lined sewer cutting holes in the liner at the location of each house lateral. The main is then re-inspected prior to putting it back into service and removing the temporary bypass. This process will be repeated at 12 sites across Sierra Madre to address the highest priority repairs identified in the Sewer System Management Plan. The locations are identified by the nearest street address:

| Project Segment | Approx. Address |
|-----------------|--------------------------------|
| 1 | 7 W. Orange Grove |
| 2 | 639 East Grand View |
| 3 | 455 North Canon |
| 4 | 1120 Arno Drive |
| 5 | 642 Woodland Drive |
| 6 | 710 Sturtevant Drive |
| 7 | 350 Acacia Street |
| 8 | Churchill Road (245 Old Ranch) |
| 9 | 225 S. Lima Street |
| 10 | 570 Sturtevant Drive |
| 11 | 794 Woodland Drive |
| 12 | 301 N. Baldwin |

The bid document is available for review at the Public Works office in City Hall. Upon City Council direction, the bid document will be posted on the City's website to advertise for bids. If the advertisement process is initiated tonight, bids will be due October 18th, with award of the project slated for City Council review November 8. Work would then start within two weeks and is expected to be complete within 30 working days.

FINANCIAL REVIEW

The project is included in the FY 2016-17 Capital Improvement budget at \$115,700. The estimated construction cost is \$111,300. The design cost has been limited to only \$1,000 through staff preparing 90% of the bid document in-house.

CEQA

The sewer repair/lining project is categorically exempt from CEQA under Title 14 CCR, Chapter 3 Article 19, Section 15301 as the repair of an existing facility involving no expansion of use.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter and the Sierra Madre Public Library.

STAFF RECOMMENDATION

Staff recommends that the City Council direct staff to advertise for bids the FY 2016-17 sewer main repair project.

Attachments: Notice Inviting Bids (excerpted from bid documents)

NOTICE INVITING SEALED BIDS

PUBLIC NOTICE IS HEREBY GIVEN that the City of Sierra Madre as AGENCY, invites sealed bids for the above stated project and will receive such bids in the office of the City Clerk, 232 W. Sierra Madre Boulevard, Sierra Madre, California, 91024 up to the hour of 2:00 p.m., on Tuesday the 18th day of October, 2016. The bids will be publicly opened and read at 2:00 p.m. on Tuesday the 18th day of October, 2016, in the Sierra Madre City Hall Council Chambers.

“The project to be constructed consists of the installation of 2,785 lineal feet of pipe lining within 8” diameter VCP sewer main located in 12 (Manhole-to-manhole) sections of existing sewer main. The project shall include cleaning and video inspection of the existing sewer prior to liner installation as well as quality assurance video inspection following liner installation.”

Copies of the plans, specifications and contract documents are available for download in the Public Works section of the City’s website: www.cityofsierramadre.com. **Bidders downloading plans from the website must notify the City of having done so in order to be placed on the planholders’ list and receive addendums. The City may be contacted at 626-355-7135, extension 802 or by email at binman@cityofsierramadre.com.**

Copies of the plans, specifications, and contract documents are also available from the City of Sierra Madre, 232 W. Sierra Madre Boulevard, Sierra Madre, California, 91024 upon payment of a **\$30.00 non-refundable fee if picked up, or payment of a \$45.00 non-refundable fee if mailed**. In accordance with the provisions of California Public Contract Code § 3300, and Business and Professions Code § 7028.15(e), the Agency has determined that the contractor shall possess a valid Class A contractor’s license at the time that the contract is awarded. Failure to possess the specified license shall render a bidder’s bid as non-responsive and shall bar award of the contract to any bidder not possessing the specified license at the time of the award.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS’ STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS’ STATE LICENSE BOARD, P.O. BOX 2600, SACRAMENTO, CA 95826. At the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material shall not be made unless and until the Registrar of Contractors verifies to the Agency that the records of the Contractors’ State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law including, but not limited to, any appropriate disciplinary action by the Contractors’ State Board. Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder. (Public Contract Code § 20103.5)

CONTRACTORS AND SUBCONTRACTORS ARE ALSO REQUIRED TO BE REGISTERED WITH THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS FOR ANY BID PROPOSAL SUBMITTED ON OR AFTER MARCH 1, 2015, AND FOR ANY CONTRACT FOR PUBLIC WORK ENTERED INTO ON OR AFTER APRIL 1, 2015. A contractor or subcontractor shall not be qualified to bid on, be listed on a bid proposal for, or perform any public work contract unless it is currently registered with the California Department of Industrial Relations as described in Labor Code § 1725.5.

Bids must be prepared on the approved bid forms in conformance with INSTRUCTIONS TO BIDDERS and submitted in a sealed envelope plainly marked on the outside:

“SEALED BID FOR FY 2016-2017 SEWER MAIN REHABILITATION PROJECT

SPECIFICATION NO. 2017-SEW
DO NOT OPEN WITH REGULAR MAIL”

The bid must be accompanied by a bid guarantee in the amount of 10% of the total bid by 2:00 p.m. ON THE DATE ADVERTISED FOR THE OPENING OF BIDS. More specifically, pursuant to Public Contract Code §§ 20170 and 20171, all bids for the project shall be presented, under sealed cover and shall be accompanied by one of the following forms of bidder’s security in the amount of ten percent (10%) of the bid: (a) cash; (b) a cashier’s check made payable to the City of Sierra Madre; (c) a certified check made payable to the City of Sierra Madre; or (d) a bidder’s bond executed by an admitted surety insurer made payable to the City of Sierra Madre. Such security shall be forfeited should the successful bidder to whom the contract is awarded fails to timely execute the contract and to deliver the necessary bonds and insurance certificates as specified in the contract documents.

To the extent applicable, at any time during the term of the Agreement for the proposed project, the successful bidder may, at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

Pursuant to California Civil Code § 9550, a payment bond is required to be submitted for all projects estimated in excess of \$25,000.00.

The Agency has determined that the proposed project is a public works subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract. Accordingly, the proposed project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

The Agency reserves the right to reject any and all bids.

If you have any questions, please contact Bruce Inman, Director of Public Works at (626) 355-7135 ext. 801.

BY ORDER OF the City Council of the City of Sierra Madre, California.



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: September 13, 2016

SUBJECT: RECOMMENDATION TO APPROVE PARCEL MAP NO. 73420

SUMMARY

The new owners of property located at 186 West Highland Avenue have applied for Final Parcel Map approval to subdivide the subject property into three residential condominium parcels. The requisite Tentative Parcel Map was approved by the City Council on July 28, 2015 with the adoption of City Council Resolution 15-48. A copy of the minutes and Resolution for that City Council agenda item is attached to this report for reference. Staff recommends that the City Council approve Final Parcel Map No. 15-01 (PM 73420).

ANALYSIS

On April 2, 2015, the Planning Commission adopted Planning Commission Resolution 15-04, recommending approval of Parcel Map 15-01. Subsequently, the Commission's recommendation was forwarded to the City Council, with approval granted by the Council under Resolution 15-48 on July 28, 2015. In addition to the approval of the Tentative Map on that date, the City Council also adopted Resolution 15-46 regarding a Mills Act determination and historic landmark designation on the subject property as well as Resolution 15-47 approving a Certificate of Appropriateness for the proposed project.

A copy of the Final Map is included with this report. The Map has been reviewed by the City Engineer and City Surveyor for compliance with the California Subdivision Map Act. Both the Engineer and Surveyor have approved and signed the Map. The property owner will have to provide proof of payment for all outstanding taxes on the property prior to the map being signed by the City Treasurer..

Mayor Capoccia opened for public input.

Charley Kissinger

Mr. Kissinger remarked that since you added water back to our system, will diverters be returned?

Pat Alcorn, E. Grand View

Ms. Alcorn remarked that the impression is that Arcadia has not been the best neighbors.

Kim Kelly, Waterworks

Ms. Kelly noted that there is a percentage of water MWD lost to evaporation.

Caroline Brown, Alta Vista Drive

Ms. Brown remarked that Arcadia is sharing the aquifer with us. Most of us are getting water reports. Happy you are taking chloramine out. We had three sources of drinking water, Ground Water, Tunnel Water and MWD. Too bad we don't all have wells!

Mayor Capoccia closed public input portion.

Mr. Inman noted that consideration of evaporation – we don't get gallon for gallon. We will have to look into evaporation.

Mayor Capoccia noted that this is a receive and file agenda item.

2). CITY COUNCIL CONSIDERATION FOR THE FOLLOWING ACTIONS:

Vincent Gonzales, Director of Planning and Community Preservation, gave the staff report. He followed with a slide presentation of 186 W. Highland.

- 1). Resolution No. 15-46 for Historic Cultural Landmark Designation and Mills Act Contract.
- 2). Resolution No. 15-47 for a Certificate of Appropriateness. And
- 3). Resolution No. 15-48 for affordable housing incentives and a Tentative Parcel Map for the adaptive reuse and renovation of the property at 186 W. Highland Avenue

The applicant, HHP-Highland, LLC, has submitted entitlement requests to designate the former First Church of Christ Scientist building located at 186 W. Highland Avenue as a historic landmark, and to renovate the building for the purposes of adaptively reusing it as for-sale affordable housing units. A Project Narrative was included in the application materials that highlights the project details.

Staff recommends that the City Council consider approval of the following actions for the adaptive reuse and major renovation of the property located at 186 W. Highland Avenue:

- a. Historic Cultural Landmark designation;
- b. Mills Act Contract;
- c. Certificate of Appropriateness 15-02;
- d. Affordable Housing Incentives; and
- e. Tentative Parcel Map 15-01

This agenda item has explained each item in detail.

Staff recommends that the City Council approve the following actions:

- 1). Approve Resolution No. 15-46 "A RESOLUTION OF THE CITY COUNCIL OF SIERRA MADRE DESIGNATING THE FIRST CHURCH OF CHRIST SCIENTIST, LOCATED AT 186 WEST HIGHLAND AVENUE AS A LOCAL LANDMARK TO BE INCLUDED IN THE SIERRA MADRE REGISTER OF HISTORIC CULTURAL LANDMARKS, AND RECOMMENDING CITY COUNCIL APPROVAL OF A MILLS ACT CONTRACT FOR THE PROPERTY".
- 2). Approve Resolution No. 15-47 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTIFICATE OF APPROPRIATENESS 15-02 FOR THE ADAPTIVE REUSE AND MAJOR RENOVATION OF THE PROPERTY LOCATED AT 186 WEST HIGHLAND AVENUE".
- 3). Approve Resolution No. 15-48 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE RECOMMENDING APPROVAL OF TENTATIVE PARCEL MAP 15-01 FOR A CONDOMINIUM DEVELOPMENT TO CONVERT THE EXISTING FIRST CHURCH OF CHRIST SCIENTIST FOR THE PURPOSE OF CONSTRUCTING AFFORDABLE HOUSING UNITS AT 186 WEST HIGHLAND AVENUE AND RECOMMENDING APPROVAL OF AFFORDABLE HOUSING INCENTIVES".

Staff recommends that the City Council approve the following actions:

- 1). Approve Resolution Nos. 15-46, 15-47, 15-02, 15-48 and approving Tentative Parcel Map 15-01.

Mayor Capoccia asked that Mr. Gonzalez move quickly through this agenda item because this item was thoroughly discussed at a previous meeting of the Planning Commission.

Council Member, John Harabedian remarked that the mechanics of the property tax benefit flows to each owner. Heritage Partners will manage Mills Act Contracts.

Mr. Gonzalez remarked that there will be CC&R's – the items will need to be paid for maintenance.

Council Member, Rachelle Arizmendi asked what the property tax difference would be for Mills Act?

Mr. Gonzalez stated \$1,800.00 per year – net savings would be \$5,400.00.

Mayor Capoccia opened for public input. There was none so the Mayor closed it right away. The Mayor remarked that this is a great project. If approved, the groundbreaking will be early next year.

Council Member, Denise Delmar, moved and it was seconded by Mayor Pro Tem, Gene Goss for approval of Resolution No. 15-46 Designating the property as a Local Historic Resource and approving a Mills Act Contract; approve Resolution No. 15-47 for Certificate of Appropriateness 15-02; and approve Resolution No. 15-48 granting the use of two (2) Housing Incentives and approving Tentative Parcel Map 15-01. The motion passed by unanimous voice vote.

3). CONSIDERATION OF APPOINTMENTS TO THE PLANNING COMMISSION

There are currently two vacancies on the Planning Commission. This item is on the agenda for the City Council's appointment of new Commissioners.

A total of five applications were received for the two vacancies:

Matthew Blain
Barry Gold
Leslee Hinton
John Hutt
John Vandevelde

It is recommended that the City Council provide staff with direction regarding the appointment of two Planning Commissioners.

RESOLUTION NO. 15-48

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
RECOMMENDING APPROVAL OF TENTATIVE PARCEL MAP 15-01 FOR A
CONDOMINIUM DEVELOPMENT TO CONVERT THE EXISTING FIRST CHURCH OF
CHRIST SCIENTIST FOR THE PURPOSE OF CONSTRUCTING AFFORDABLE
HOUSING UNITS AT 186 WEST HIGHLAND AVENUE AND RECOMMENDING
APPROVAL OF AFFORDABLE HOUSING INCENTIVES**

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, an application for a Tentative Parcel Map was filed by:

HHP-Highland, LLC
608 North Fair Oaks Avenue, #126
Pasadena, CA 91103

WHEREAS, the property located at 186 W. Highland Avenue in Sierra Madre was acquired by the former Sierra Madre Community Redevelopment Agency in 1995 with low and moderate income housing set-aside funds for the purpose of affordable housing development; and

WHEREAS, the 2014 Housing Element of the City's General Plan identifies this property for an adaptive reuse project to both preserve the existing proposed historic structure on site and create new affordable housing units; and

WHEREAS, HHP-Highland, LLC (Developer) was selected to develop the property at 186 W. Highland Avenue (Property) through an adaptive reuse project to create three condominium units within the existing proposed historic structure for sale to qualified moderate-income first-time homebuyers; and

WHEREAS, the City Council and Housing Successor Agency held a noticed joint public hearing on July 14, 2015 and 1) approved entering into the Disposition and Development Agreement; 2) authorized the Owners Affidavit and Entry onto Private-Lands forms, and 3) approved the waiver of development impact fees; and

WHEREAS, the Planning Commission held a noticed public hearing on July 16, 2015 recommending the City Council approve a Historic Cultural Landmark Designation, a Mills Act Contract, a Certificate of Appropriateness, a Tentative Parcel Map, and development incentives; and

WHEREAS, an application for a Tentative Parcel Map was filed by HHP-Highland, LLC. 608 North Fair Oaks Avenue, #126, Pasadena, CA 91103 for condominium purposes to support the airspace subdivision of the existing building for development of the affordable housing project to consist of three (3) condominium units which will be affordable to moderate income purchasers; and

WHEREAS, in addition to the application for a Tentative Parcel Map to create a condominium affordable housing development, the applicant has requested to apply two (2) permissible development incentives (applicable to an affordable housing development) including 1) a reduction in setback requirements, and 2) a deviation to have uncovered parking rather than covered on-site parking spaces; and

WHEREAS, as an incentive for the production of affordable housing units, the SMMC Section 17.34.060 allows a reduction in site development standards to make the project economically feasible in accordance with Government Code Section 65915(f); and

WHEREAS, a public hearing was held before the Planning Commission on July 16, 2015, with all testimony received being made part of the public record.

WHEREAS, a public hearing was held before the City Council on July 28, 2015, with all testimony received being made part of the public record.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. This project is exempt from the California Environmental Quality Act under Section 15315, Class 15 (Minor Land Divisions), Section 15332, Class 32 (Infill Development) and 15331, Class 31 (Historic Resource Restoration/Rehabilitation), in that it involves an infill development project consisting of the division of property in an urbanized area zoned for residential use into four or less parcels where the existing improvements thereon constitute a proposed historic resources which will be restored or rehabilitated for adaptive reuse.

Section 2. Pursuant to Municipal Code Section 16.12.070, The City Council finds that:

a. The proposed Parcel Map is consistent with the General Plan; The General Plan designation for the site is Multi-Family Residential. The density for this site would allow four units (plus a density bonus). The request is for three units. Additionally, the creation of three units for affordable housing purposes is consistent with the Housing Element Housing Programs Summary.

b. That the site is physically suitable for the type of development; the parcel map is a mechanism to sell housing units. The site is improved with an existing structure and therefore, already supports the type of development permissible.

c. That the site is physically suitable for the proposed density of development; the parcel map is a mechanism to sell housing units. It does not create new construction or density. The site is already improved with an existing structure and the adaptive reuse of the structure will not increase the density beyond that allowed under the SMMC.

d. The proposed Parcel Map will not adversely affect adjoining property as to value, precedent or be detrimental to the area; the units are appraised at market rate, but sold at an affordable level. There is no impact to neighboring properties due to the affordability of the sales price. Adaptive reuse of the property will increase its current value.

e. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat; the project is infill development and exempt under the California Environmental Quality Act Section 15332. The physical changes to the site are limited to rehabilitation and a minor addition to an existing structure.

f. That the design of the subdivision or the type of improvements is not likely to cause serious public health problems; the parcel map is a mechanism to sell housing units and does not affect physical conditions on the site. Restoration that is undertaken to create housing units is monitored under the building code. The design of the project will minimize impact on the existing structure, while creating housing units in a condominium development which is permissible within the R-3 zoning district. The creation of a condominium development governed by a home owners association will ensure both the units and the common areas are properly maintained.

g. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large for access through or use of property within the proposed subdivision. No public easements are required for the proposed projects. All existing utilities are already in place. Adaptive reuse of the property will preserve the existing structure for public view from adjacent public property.

Section 3. The City Council approves the findings and Conditions of Approval in Exhibit A attached to this Resolution and approve Tentative Parcel Map No 15-01.

Section 4. Pursuant to Sierra Madre Municipal Code Section 17.34.060A, the City Council, further finds that the approval of the following two requested incentives are consistent with and implement the City's Housing Element to allow a waiver of modification of development requirements if necessary to make the affordable housing development economically feasible:

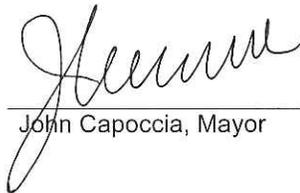
a. Setback reduction. The current structure is legally non-conforming due to the setback along the west property line. The minimum required setback is 25 feet along Hermosa Avenue. The current setback is 11 feet. The proposal includes removing the non-conforming portion of the building and replacing it with a new addition on a smaller footprint. The new setback along Hermosa Avenue would be 17'-6" which is still 7'-6" less than the required 25 feet. This incentive is needed to create a marketable affordable third unit in the project, which is required to make the project economically feasible. Additionally, the alteration reduces the existing non-conformity.

b. Parking reduction. Two parking spaces are required per unit. The applicant's request to satisfy the required number of parking spaces with uncovered on-site parking, rather than covered on-site parking will allow the development to accommodate three condominium units on the site, which is necessary to make the affordable housing project economically feasible.

Section 5. The City Council confirms the findings and conditions of approval for Tentative Parcel Map 15-01, attached hereto, approves the use of two (2) affordable housing incentives including a reduction in setback requirements, and to provide uncovered parking rather than covered parking spaces, as described in paragraph 4 a and b. above for the subject property.

ADOPTED, this 28th day of July, 2015, by the following vote:

AYES: Mayor, John Capoccia, Mayor Pro Tem, Gene Goss, Council Members
Rachelle Arizmendi, Denise Delmar and John Harabedian
NOES: None
ABSTAIN: None
ABSENT: None



John Capoccia, Mayor

ATTEST:



Nancy Shollenberger, City Clerk

APPROVED AS TO FORM



Teresa Highsmith, City Attorney

I, NANCY SHOLLENBERGER, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 28th day of July, 2015.



Nancy Shollenberger, City Clerk.

ATTACHMENT A

CONDITIONS OF APPROVAL TENTATIVE PARCEL MAP 15-01

General Conditions:

The applicant and property owner shall:

1. Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.

2. Comply with all applicable provisions of Federal, State and Los Angeles County law and regulations, including but not limited to the California Environmental Quality Act.

3. Execute and deliver to the City's Planning and Community Preservation Department an Affidavit of Acceptance of Conditions on a form to be provided by such Department prior to submitting construction plans for 1st Plan Check. This approval shall not be effective for any purpose until the Applicant complies with this condition.

4. To the fullest extent permitted by law, fully protect the City, its employees, agents and officials from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this approval, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the applicant and property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

Planning Conditions:

The applicant and property owner shall:

1. Submit a final Parcel Map to the City Engineer for review, approval and recordation prior to the issuance of any building permits. Tentative Parcel Map approval is valid for 2 (two) years from the date of this approval, unless a time extension is submitted to the Director of Planning and Community Preservation at least 30 days prior to the expiration date. However, such extension is in addition to any extension as permitted by law. Failure to do so will constitute an abandonment of the entitlement, and shall render this approval null and void.

2. Submit construction plans, including landscaping plans, for 1st Plan Check within 3 (three) years of the date of this approval; failure to do so will constitute an abandonment of the Conditional Use Permit, and shall render this approval null and void unless an extension request is submitted. In the event that the state legislature approves any extension(s) to the life of tentative maps.

3. Hood and direct all exterior lighting of the building, landscaping, parking area, or similar facilities as to reflect away from adjoining structures, pursuant to Code Section 17.28.250.

4. Submit a colors and materials sheet to match the material call-outs at submittal of construction plans for 1st plan check.

Public Works Conditions:

Applicant shall:

1. Prior to or concurrent with submittal of building construction plans for plan check, submit a drainage plan and hydrology study as required by the Director of Public Works. All standard SUSMP requirements apply to this project as does the current NPDES Permit for Los Angeles County. (Board Order No. R4-2012-0175; NPDES Permit No. CAS004001)

2. Prior to Certificate of Occupancy, replace the existing driveway approaches on North Hermosa and West Highland, all sidewalk, and all damaged curb and gutter on the perimeter of the project site. The sidewalk along North Hermosa shall be replaced at back of curb. The sidewalk along West Highland shall take a meandering alignment within the parkway.

3. Construction work (sidewalk, driveway approach, etc.) within the public right-of-way will require separate permit from the Public Works Department. Construction within the public right of way shall conform to APWA Standards.

4. Prior to issuance of Certificate of Occupancy, comply with the requirements of the City's Water Efficient Landscape Ordinance (SMMC 15.60).

5. Prior to issuance of Certificate of Occupancy, comply with all provisions of the City's tree Protection ordinance (SMMC 12.20).

6. Comply with the following sewer lateral requirements: Individual sewer laterals may be 4 (four) inches in diameter. Any laterals serving more than one dwelling unit must be a minimum of 6 (six) inches in diameter. The collector lateral shall be 6 (six) inches in diameter. Each dwelling unit must be served by its own 4 inch lateral.

7. Prior to issuance of Certificate of Occupancy, comply with the recommendations and mitigation measures issued by the Energy, Environment, and Natural Resources Commission included herein by reference.

8. Underground all utility services.

9. Prior to issuance of Certificate of Occupancy, remove and replace existing parkway trees with species as determined by the Director of Public Works.

10. Before approval of the Final Map, the location of existing or proposed surface easements, ground leases, or access agreements shall be shown on the map and stating that a diligent search was conducted to locate any easements, and if none exist, then it should be so stated on the map.

11. All existing septic tanks, if any, must be removed from the site.

(End of Conditions)

RESOLUTION NO. 15-47

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING
CERTIFICATE OF APPROPRIATENESS 15-02 FOR THE ADAPTIVE REUSE AND MAJOR
RENOVATION OF THE PROPERTY LOCATED AT
186 WEST HIGHLAND AVENUE**

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, an application for a Certificate of Appropriateness was filed by:

HHP-Highland, LLC
608 North Fair Oaks Avenue, #126
Pasadena, CA 91103

WHEREAS, the property located at 186 W. Highland Avenue in Sierra Madre was acquired by the former Sierra Madre Community Redevelopment Agency in 1995 with low and moderate income housing set-aside funds for the purpose of affordable housing development; and

WHEREAS, the 2014 Housing Element of the City's General Plan identifies this property for an adaptive reuse project to both preserve the existing proposed historic structure on site and create new affordable housing units; and

WHEREAS, HHP-Highland, LLC (Developer) was selected to develop the property at 186 W. Highland Avenue (Property) through an adaptive reuse project to create three condominium units within the existing proposed historic structure for sale to qualified moderate-income first-time homebuyers; and

WHEREAS, the City Council and Housing Successor Agency held a noticed joint public hearing on July 14, 2015 and 1) approved entering into a Disposition and Development Agreement; 2) authorized the Owners Affidavit and Entry onto Private-Lands forms, and 3) approved the waiver of development impact fees; and

WHEREAS, the Planning Commission held a noticed public hearing on July 16, 2015 recommending the City Council approve a Historic Cultural Landmark Designation, a Mills Act Contract, a Certificate of Appropriateness, a Tentative Parcel Map, and development incentives; and

WHEREAS, the City of Sierra Madre recognizes the importance of protecting and preserving local sites and structures so as to retain its historic and cultural significance to the community; and

WHEREAS, a public hearing was held before the City Council on July 28, 2015, with all testimony received being made part of the public record; and

WHEREAS, as set forth in Resolution No. 15-47, the City Council, reviewed the supporting documentation set forth in the "Historic Resource Evaluation for a Local Landmark Nomination," and found that the First Church of Christ Scientist building, located at 186 West Highland Avenue meets the criteria for a local landmark under criteria A, pursuant to Municipal Code Section 17.82.050(A) and (B) in that the site is associated with the founders of Sierra Madre: the Carter family, who were proponents of the early beginnings of the Christian Science Society of Sierra Madre; and

WHEREAS, the applicant, HHP-Highland, LLC has proposed certain alterations, a demolition of a portion of the structure which has no historic value, an addition and rehabilitation intended to preserve the historic character while adaptively reusing the property for residential purposes, all of which will require a Certificate of Appropriateness;

WHEREAS, the City Council has reviewed the architectural plans submitted by the applicant and finds that they are in accordance with the Secretary of the Interior Standards; and

WHEREAS, in consideration of the finding that the property qualifies for listing as a local landmark and that the applicant's architectural plans are in accordance with the Secretary of Interior Standards for preservation of a local historic resource, the City Council, finds that the request for a Certificate of Appropriateness would be required for the proposed rehabilitation and adaptive reuse of the property at 186 W. Highland Avenue, Sierra Madre, California 91024.

NOW THEREFORE, IN CONSIDERATION OF THE EVIDENCE RECEIVED AT THE HEARING, AND FOR THE REASONS DISCUSSED BY THE CITY COUNCIL OF SAID HEARING, THE CITY COUNCIL NOW FINDS AS FOLLOWS:

Section 1. The proposed project qualifies for a Class 31 Categorical Exemption, pursuant to Section 15331 of the Sierra Madre Guidelines for the implementation of the California Environmental Quality Act (CEQA).

Section 2. **With regard to a historic landmark, the proposed work will neither adversely affect the integrity of the significant architectural features, nor adversely affect the historic character or value of the historic landmark.**

The primary designation criteria is for its association with the Carter family, the founding members of the City of Sierra Madre and their affiliation with the First Church of Christ Scientist. The change of use alters the historic nature of the site, but the architectural integrity will remain. The alterations will preserve the public's ability to see the structure in its original setting and understand the original church use. There are some architectural features noted in the historic assessment that serve to explain that original use as well. This finding, required by Sierra Madre Municipal Code Section 17.82.090(e) (1) can be met.

Section 3. **In the case of construction of a new improvement, addition, building or structure upon a designated historic landmark site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior of the historic landmark.**

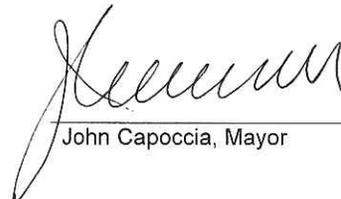
There are two areas of new construction. First, a single-story addition to the original building, which is not considered to have any historic value, will be demolished and replaced with a two-story addition with a smaller footprint. The addition will be designed to match the original architecture, unlike the structure to be demolished which was not compatible with the church architecture. Second, additional second floor square footage will be added to the southerly face of the existing roof. This is a minor alteration and does not impact the historic character of the property.

On the application form, the applicant has committed to refurbishing existing building materials where possible. Areas in need of repair will be repaired or replaced in kind. A packet of product specifications and the color scheme is included in the application and will be available for the Commission's review at the meeting. This finding, required by Sierra Madre Municipal Code Section 17.82.090(e) (2) can be met.

Section 4. The City Council confirms the findings made above and approves Certificate of Appropriateness 15-02 for the subject property.

ADOPTED, this 28th day of July, 2015, by the following vote:

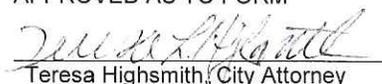
AYES: Mayor, John Capoccia, Mayor Pro Tem, Gene Goss, Council Members
Rachelle Arizmendi, Denise Delmar and John Harabedian
NOES: None
ABSTAIN: None



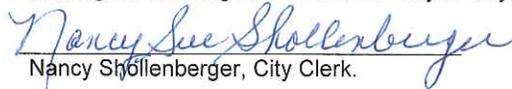
John Capoccia, Mayor

ATTEST:

Nancy Shollenberger, City Clerk

APPROVED AS TO FORM

Teresa Highsmith, City Attorney

I, NANCY SHOLLENBERGER, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 28th day of July, 2015.



Nancy Shollenberger, City Clerk.

RESOLUTION NO. 15-46

A RESOLUTION OF THE CITY COUNCIL OF SIERRA MADRE DESIGNATING THE FIRST CHURCH OF CHRIST SCIENTIST, LOCATED AT 186 WEST HIGHLAND AVENUE AS A LOCAL LANDMARK TO BE INCLUDED IN THE SIERRA MADRE REGISTER OF HISTORIC CULTURAL LANDMARKS, AND RECOMMENDING CITY COUNCIL APPROVAL OF A MILLS ACT CONTRACT FOR THE PROPERTY

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, the property located at 186 W. Highland Avenue in Sierra Madre was acquired by the former Sierra Madre Community Redevelopment Agency in 1995 with low and moderate income housing set-aside funds for the purpose of affordable housing development; and

WHEREAS, the 2014 Housing Element of the City's General Plan identifies this property for an adaptive reuse project to both preserve the existing proposed historic structure on site and create new affordable housing units; and

WHEREAS, HHP-Highland, LLC (Developer) was selected to develop the property at 186 W. Highland Avenue (Property) through an adaptive reuse project to create three condominium units within the existing proposed historic structure for sale to qualified moderate-income first-time homebuyers; and

WHEREAS, the City Council and Housing Successor Agency held a noticed joint public hearing on July 14, 2015 and 1) approved entering into a Disposition and Development Agreement; 2) authorized the Owners Affidavit and Entry onto Private-Lands forms, and 3) approved the waiver of development impact fees; and

WHEREAS, the Planning Commission held a noticed public hearing on July 16, 2015 recommending the City Council approve a Historic Cultural Landmark Designation, a Mills Act Contract, a Certificate of Appropriateness, a Tentative Parcel Map, and development incentives; and

WHEREAS, the City of Sierra Madre recognizes the importance of protecting and preserving local sites and structures so as to retain its historic and cultural significance to the community; and

WHEREAS, a public hearing was held before the City Council on July 28, 2015, with all testimony received being made part of the public record; and

WHEREAS, the City Council, in reviewing the supporting documentation set forth in "Historic Resource Evaluation for a Local Landmark Nomination," finds that the First Church of Christ Scientist building, located at 186 West Highland Avenue meets the criteria for a Historic Cultural Landmark Designation under criteria A, pursuant to Municipal Code Section 17.82.050(A) and (B) in that the site is associated with the founders of Sierra Madre: the Carter family, who were proponents of the early beginnings of the Christian Science Society of Sierra Madre; and

WHEREAS, and as an incentive for the preservation of historic cultural landmarks, the City allows property owners of designated local landmarks to enter in to a Mills Act Contract to reduce their property taxes in exchange for actively participating in the rehabilitation and maintenance of the historic property; and

WHEREAS, the City Council, finds that the property at 186 West Highland Avenue and the proposed plan to rehabilitate, reuse and maintain the property meets the criteria for approval of a Mills Act Contract in that the property tax savings resulting from entering into the contract will be used to absorb the cost to rehabilitate and maintain the property as outlined in the rehabilitation tasks, and will not impair the architectural, historic or aesthetic integrity of the cultural resource.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. This project is exempt from the California Environmental Quality Act under Section 15315, Class 15 (Minor Land Divisions), Section 15332, Class 32 (Infill Development)

and 15331, Class 31 (Historic Resource Restoration/Rehabilitation), in that it involves an infill development project consisting of the division of property in an urbanized area zoned for residential use into four or less parcels where the existing improvements thereon constitute a proposed historic resources which will be restored or rehabilitated for adaptive reuse; and

Section 2. The City Council designates the property at 186 West Highland Avenue, known as the First Church of Christ Science Building, as a Historic Cultural Landmark for its association with the Carter family, the founding members of the City of Sierra Madre, and place this property on the Register of Historic Cultural Landmarks List, pursuant to 17.82.050A-Criterion A, Historic; and

Section 3. Regarding the applicant's request for a Mills Act contract, the Planning Commission further finds that:

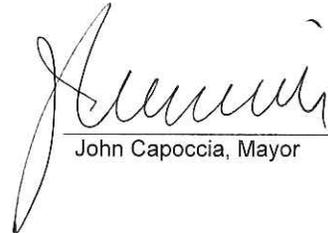
- A. **The Mills Act Contract will serve to compensate for the cost of rehabilitating and or maintaining the cultural resource.** Property tax savings resulting from entering into the contract will be used to absorb some of the cost of the preservation, rehabilitation and maintenance of the property as outlined in the rehabilitation and maintenance construction cost estimate.
- B. **The rehabilitation of the resource will occur prior to, or in conjunction with, the use of the Mills Act Contract, and it will not impair the architectural, historic or aesthetic integrity of the cultural resource.** According to the Construction Cost Estimate, the proposed work would be subject to conformance to the Secretary of the Interior's Standards for Rehabilitation so as to avoid adverse impacts to the architectural, historic and aesthetic integrity of the property.

Section 4. The City Council confirms the findings made above and approves a Mills Act Contract for the subject property.

SECTION 5. That the City Clerk shall certify to the adoption of this Resolution and shall place the property at 186 West Highland Avenue, known as the First Church of Christ Scientist, on the Register of Historic Cultural Landmarks.

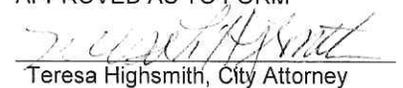
ADOPTED, this 28th day of July, 2015, by the following vote:

AYES: Mayor, John Capoccia, Mayor Pro Tem, Gene Goss, Council Members
Rachelle Arizmendi, Denise Delmar and John Harabedian
NOES: None
ABSTAIN: None

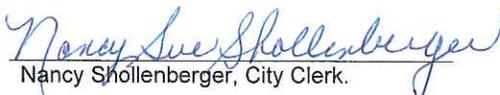

John Capoccia, Mayor

ATTEST:

Nancy Shollenberger, City Clerk

APPROVED AS TO FORM

Teresa Highsmith, City Attorney

I, NANCY SHOLLENBERGER, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 28th day of July, 2015.


Nancy Shollenberger, City Clerk.

PARCEL MAP NO. 73420

IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA
FOR CONDOMINIUM PURPOSES

BEING A SUBDIVISION OF THE NORTH 100 FEET OF LOTS 13, 14, AND 15 OF
MRS. C.B. JONES SUBDIVISION, IN THE CITY OF SIERRA MADRE, COUNTY OF LOS
ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 13, PAGE 89,
OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF
SAID COUNTY.

OWNERS STATEMENT:

WE HEREBY STATE THAT WE ARE THE SUBDIVIDERS OF THE LANDS INCLUDED WITHIN
THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND
WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

HHP-HIGHLAND, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, OWNER

BY: Charles E. Loveman BY: _____
NAME: CHARLES E. LOVEMAN, JRE. TITLE: _____
DATE: JULY 27, 2016

GENESIS LA ECONOMIC GROWTH CORPORATION, BENEFICIARY UNDER DEED OF
TRUST RECORDED FEBRUARY 9, 2016 AS INSTRUMENT NO. 20160144572 OF
OFFICIAL RECORDS

BY: Thomas De Simone DATE: 7/22/16
NAME: Thomas De Simone
TITLE: President & CEO

COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES,
BENEFICIARY UNDER DEED OF TRUST RECORDED FEBRUARY 9, 2016 AS
INSTRUMENT NO. 20160144574 OF OFFICIAL RECORDS.

BY: Sean Rogan DATE: 7/26/16
NAME: Sean Rogan
TITLE: Executive Director

NOTARY ACKNOWLEDGEMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE
IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS
ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } SS
ON THIS 27 DAY OF July, 2016, BEFORE ME Tina Marie Gonzalez
A NOTARY PUBLIC, PERSONALLY APPEARED Charles E. Loveman Jr.

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S)
WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO
ME THAT HE/SHE/HEM/THEY EXECUTED THE SAME IN HIS/HER/HEIR AUTHORIZED CAPACITY(IES),
AND THAT BY HIS/HER/HEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S), OR THE
ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA
THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND _____
SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS IS
IN Los Angeles COUNTY
PRINTED NAME Tina Marie Gonzalez Com # 2133610
MY COMMISSION EXPIRES: 11/12/2019

NOTARY ACKNOWLEDGEMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE
IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS
ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } SS
ON THIS 22nd DAY OF July, 2016, BEFORE ME Janelle T. Dicioco
A NOTARY PUBLIC, PERSONALLY APPEARED Thomas De Simone

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S)
WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO
ME THAT HE/SHE/HEM/THEY EXECUTED THE SAME IN HIS/HER/HEIR AUTHORIZED CAPACITY(IES),
AND THAT BY HIS/HER/HEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S), OR THE
ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA
THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND _____
SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS IS
IN Los Angeles COUNTY
PRINTED NAME Janelle T. Dicioco Com # 2031092
MY COMMISSION EXPIRES:
July 24, 2017

SPECIAL ASSESSMENT CERTIFICATE:

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE
JURISDICTION OF THE CITY OF SIERRA MADRE TO WHICH THE LAND
INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS
SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

DATE _____
MICHAEL AMERIO
CITY TREASURER, CITY OF SIERRA MADRE

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED
UPON A FIELD SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE
WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE
AT THE REQUEST OF HHP-HIGHLAND, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY
ON OCTOBER 1, 2015. I HEREBY STATE THAT THIS PARCEL MAP
SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED
PRELIMINARY MAP IF ANY; THAT THE MONUMENTS OF THE CHARACTER AND LOCATION
SHOWN HEREON ARE IN PLACE AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE
READILY RETRACED;

Robert D. Hennon July 10, 2016.
ROBERT D. HENNON, PLS 5573
HENNON SURVEYING & MAPPING, INC.

BASIS OF BEARINGS:

THE BEARING OF S89°25'02"W ALONG THE CENTERLINE OF
WEST HIGHLAND AVENUE AS SHOWN ON MAP OF PM NO.
24120, PWR 266-65/66 AND IS THE BASIS OF BEARINGS
FOR THIS SURVEY.

CITY ENGINEER'S STATEMENT:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP, THAT IT CONFORMS SUBSTANTIALLY
TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; AND THAT IT COMPLIES
WITH ALL CITY ORDINANCES.

Key Tcharhoulian
KEY TCHARKHOULIAN, CITY ENGINEER
RCE 44598
REGISTRATION EXPIRES 3-31-2018



CITY SURVEYOR'S STATEMENT:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP, THAT IT CONFORMS SUBSTANTIALLY
TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; AND THAT IT COMPLIES
WITH ALL CITY ORDINANCES.

Nancy S. Hennon
NANCY S. HENNON, CONTRACT CITY SURVEYOR
RCE 33090
REGISTRATION EXPIRES 6-30-2018
Civil



CITY CLERK'S CERTIFICATE:

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, AT A
MEETING HELD _____ APPROVED THE ATTACHED MAP.

CITY CLERK, CITY OF SIERRA MADRE DATE: _____
Nancy Schlemmer
MELINDA CARRILLO

EASEMENT NOTE:

A DILIGENT SEARCH WAS CONDUCTED AND NO EASEMENTS EXIST ON SAID PROPERTY.

NOTARY ACKNOWLEDGEMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE
IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS
ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } SS
ON THIS 26th DAY OF July, 2016, BEFORE ME Bessie Yip
A NOTARY PUBLIC, PERSONALLY APPEARED Sean Rogan

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S)
WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO
ME THAT HE/SHE/HEM/THEY EXECUTED THE SAME IN HIS/HER/HEIR AUTHORIZED CAPACITY(IES),
AND THAT BY HIS/HER/HEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S), OR THE
ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA
THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND _____
SIGNATURE _____ MY PRINCIPAL PLACE OF BUSINESS IS
IN Los Angeles COUNTY
PRINTED NAME Bessie Yip Com # 2082654
MY COMMISSION EXPIRES: October 19, 2018



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Stephen Heydorff, Fire Chief 

REVIEWED BY: Larry Giannone, Public Safety Director

DATE: September 13, 2016

SUBJECT: Consideration of Purchase of Portable Radios for Sierra Madre Fire Department

SUMMARY

The Fire Department is requesting to purchase four (4) portable radios to replace 15 year old equipment. The Motorola APX 8000 All Band Radio is the standard model used by all Fire Departments in the Los Angeles area. Motorola Solutions is the sole source vendor for the Motorola APX 8000.

ANALYSIS

The Fire Department is in need of new radios to replace equipment that has become obsolete. Motorola no longer builds replacement parts for the Department's current XTS-5000 single band (UHF) radios. The XTS-5000 radios range in age between 10 – 15 years.

The Motorola APX 8000 radio is the current standard used by all Departments in the Los Angeles area. The APX 8000 is a multi-band radio that operates on both UHF and VHF bands. The radios will allow Sierra Madre (UHF) to communicate with Los Angeles County (VHF) on automatic aid incidents without needing to carry multiple radios. The Fire Department does not need to go to bid because Motorola is a sole source vendor and the bid is under a Los Angeles County Fire Department contract.

FINANCIAL REVIEW

The Fire Department is allocated \$37,000.00 for the purchase of Radio & Communication equipment as part of the Fiscal Year 2016-2017 budget. The total cost for four Motorola APX 8000 radios is \$34,223.68.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

ALTERNATIVES

1. City Council may approve the purchase of new radios.
2. City Council may deny the purchase of new radios.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the purchase of new radios.

Attachments (1):

Motorola Solutions Quote # QU0000370678



Quote Number: QU0000370678
 Effective: 27 JUL 2016
 Effective To: 25 SEP 2016

Bill-To:
 SIERRA MADRE, CITY OF
 242 W SIERRA MADRE BLVD
 SIERRA MADRE, CA 91024
 United States

Ultimate Destination:
 SIERRA MADRE, CITY OF
 242 W SIERRA MADRE BLVD
 SIERRA MADRE, CA 91024
 United States

Attention:
Name: Larry Giannone
Phone: 626-355-1414

Sales Contact:
Name: Marcus Collier
Email: mcollier@advancedelectronics.com
Phone: (310) 725-0410

Contract Number: LA COUNTY (CA)
Freight terms: FOB Destination
Payment terms: Net 30 Due

| Item | Quantity | Nomenclature | Description | List price | Your price | Extended Price |
|------|----------|--------------|--|------------|------------|----------------|
| 1 | 4 | H91TGD9PW7AN | APX 8000 ALL BAND PORTABLE MODEL 3,5 | \$6,109.00 | \$4,581.75 | \$18,327.00 |
| 1a | 4 | H885DM | ADD: LACR 2 YR EXTENDED WARRANTY | \$84.00 | \$84.00 | \$336.00 |
| 1b | 4 | H869BW | ENH: MULTIKEY | \$330.00 | \$247.50 | \$990.00 |
| 1c | 4 | Q625AW | ENH: DES,DES-XL,DES-OFB ENCRYPTION | \$599.00 | \$449.25 | \$1,797.00 |
| 1d | 4 | QA05507AA | DEL: DELETE 7/800 MHZ BAND | \$-800.00 | \$-600.00 | \$-2,400.00 |
| 1e | 4 | Q806CB | ADD: ASTRO DIGITAL CAI OPERATION | \$515.00 | \$386.25 | \$1,545.00 |
| 1f | 4 | H64BK | ALT:APX 8000 HOUSING YELLOW | \$25.00 | \$18.75 | \$75.00 |
| 1g | 4 | QA02006AC | ENH: APX8000XE RUGGED RADIO | \$800.00 | \$800.00 | \$3,200.00 |
| 1h | 4 | H38BS | ADD: SMARTZONE OPERATION | \$1,500.00 | \$1,125.00 | \$4,500.00 |
| 1i | 4 | Q361AN | ADD: P25 9600 BAUD TRUNKING | \$300.00 | \$225.00 | \$900.00 |
| 1j | 4 | Q53AF | ADD: FRONT PANEL PROGRAMMING (PPP) | \$150.00 | \$112.50 | \$450.00 |
| 2 | 4 | NNTN8575AYLW | AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IMPRES XE RSM XT CABLE YLW | \$480.00 | \$408.00 | \$1,632.00 |

Estimated Tax Amount \$2,821.68
 Estimated Freight Amount \$50.00
Total Quote in USD \$34,223.68

LA County Contract MA-IS-18105

- PO Issued to Motorola Solutions Inc. must:
- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
 - >Have a PO Number/Contract Number & Date
 - >Identify "Motorola Solutions Inc." as the Vendor
 - >Have Payment Terms or Contract Number
 - >Be issued in the Legal Entity's Name
 - >Include a Bill-To Address with a Contact Name and Phone Number
 - >Include a Ship-To Address with a Contact Name and Phone Number
 - >Include an Ultimate Address (only if different than the Ship-To)
 - >Be Greater than or Equal to the Value of the Order
 - >Be in a Non-Editable Format

- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)

RESOLUTION NUMBER 16 – 55

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
APPROVING CERTAIN DEMANDS**

WHEREAS, the following demands have been reviewed and approved by the Finance Director; and,

WHEREAS, the Finance Director has verified that appropriated funds are available for payment thereof; and,

WHEREAS, the register of audited demands has been submitted to the City Council for approval; and

WHEREAS, City Warrants are the payment of bills, invoices and contractual obligations incurred by the City of Sierra Madre during the period enumerated therein, based on the approved fiscal year budget and existing budgetary authority, Municipal Code authority, or prior policy direction by the City Council; and

WHEREAS, Payroll Transfer is the transfer of funds to cover the payroll costs for all City employees for the period enumerated therein.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$91,299.39 ; Sierra Madre Library Warrants in aggregate amount of \$18,319.55 and Payroll Transfer in the aggregate amount of \$573,293.60 for the fiscal year ending June 30, 2016 and 2017.

APPROVED AND ADOPTED this 13th day of September, 2016.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 – 55 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 13th day of September, 2016.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of September 13, 2016**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

| | |
|--|--------------|
| City of Sierra Madre Warrants | \$91,299.39 |
| Sierra Madre Library Warrants | \$18,319.55 |
| Payroll #17 Transfer..... | \$286,636.14 |
| Payroll #18 Transfer..... | \$286,657.46 |

Warrant Register 9/13/16

Attachment 1A

| Fiscal Year | Description | Amount | Page # |
|-------------|----------------------------------|-----------|--------|
| | Manual Warrants | 549.45 | 1 |
| FY 1617 | General Warrants - Utility Bills | 4,614.24 | 2 |
| FY 1516 | General Warrants | 4,295.24 | 3 |
| FY 1617 | General Warrants | 81,840.46 | 4-6 |
| | Total | 91,299.39 | |

| Fiscal Year | Description | Amount | |
|-------------|------------------|-----------|-----|
| FY 1617 | Library Warrants | 18,319.55 | 7-8 |
| | Total | 18,319.55 | |

| | | | |
|--------------------|---|------------|--|
| Date: 8/25/2016 | Payroll #17 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct. | 286,636.14 | |
| Date: 9/8/2016 | Payroll #18 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct. | 286,657.46 | |



City of Sierra Madre, CA

Check Approval

Pg. 1

Packet: APPKT03094 - MANUAL CK 082516
Vendor Set: 01 - Vendor Set 01

Check Date: 08/25/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|----------------------------|---------------------|-----------------|---------------------------|-------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>1497</u> | MOUNTAIN VIEWS NEWS | | | | |
| APBWEST | Check | <u>CM140337</u> | Legal Notices Publication | 10000.12000.52206 | 549.45 |
| Fund 10000 Total: | | | | | 549.45 |
| Report Total: | | | | | 549.45 |



City of Sierra Madre, CA

Check Approval

Pg. 2

Packet: APPKT03098 - Utility Billing 091316
Vendor Set: 01 - Vendor Set 01

Check Date: 09/06/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Vendor Total |
|----------------------|----------------------------|---------------------------|--|-------------------|---------------------|
| Bank Code | Payment Type | | | | Distribution Amount |
| <u>0641</u> | AT&T | | | | 345.25 |
| APBWEST | Check | <u>6269117814-080816</u> | TELECOM DVI 911 PRGM | 60001.83200.55005 | 345.25 |
| <u>0129</u> | AT&T | | | | 152.51 |
| APBWEST | Check | <u>8182463783-082316</u> | TELECOM DIV 911 PGRM | 60001.83200.55005 | 152.51 |
| <u>VEN02792</u> | FRONTIER CALIFORNIA INC | | | | 85.99 |
| APBWEST | Check | <u>31016998450619065</u> | PHONE SERVICE | 60001.83200.55005 | 85.99 |
| <u>1441</u> | LARRY GIANNONE | | | | 110.84 |
| APBWEST | Check | <u>INV019066</u> | REIM/COUNCIL CHAMBER SECURITY CAMERAS | 60003.30000.53999 | 110.84 |
| <u>VEN02715</u> | MCI COMM SERVICE | | | | 37.09 |
| APBWEST | Check | <u>7N872325-081116</u> | TELEPHONE | 60001.83200.55005 | 37.09 |
| <u>0332</u> | PETTY CASH FUND-ADMIN | | | | 355.14 |
| APBWEST | Check | <u>INV019043</u> | INTERVIEW PANEL REFRESHMENT | 60007.70101.53999 | 8.00 |
| | | <u>INV019044</u> | BOTTLED WATER FOR CUSTOMERS (REPAIRS) | 71000.81100.53200 | 10.90 |
| | | <u>INV019046</u> | INTERVIEW PANEL REFRESHMENT | 60007.70101.53999 | 6.76 |
| | | <u>INV019047</u> | EMPLOYEE RECOGNITION EVENT SUPPLIES | 60007.70100.53403 | 13.24 |
| | | <u>INV019048</u> | CJPIA FIRST AID/CPR TRG REFRESHMENT | 60007.70100.52205 | 56.33 |
| | | <u>INV019060</u> | SENIOR EXCURSION BOAT CAPTAIN GRATUITY | 77003.79003.52999 | 50.00 |
| | | <u>INV019061</u> | SENIOR EXCURSION DRIVER GRATUITY | 77003.79003.52999 | 90.00 |
| | | <u>INV019062</u> | CLASS B DRIVING PERMIT | 71000.81100.52205 | 73.00 |
| | | <u>INV019064</u> | REFUND/UUT EXEMPTION | 10000.00000.42003 | 16.91 |
| | | <u>INV019065</u> | SUMMER FUN IN THE PARK EVENT SUPPLIES | 77003.70000.53100 | 30.00 |
| <u>0942</u> | TELEPACIFIC COMMUNICATIONS | | | | 3,472.17 |
| APBWEST | Check | <u>81753842-0-0816</u> | PHONE SVCS | 60001.83200.55005 | 3,472.17 |
| <u>1439</u> | TIME WARNER CABLE | | | | 55.25 |
| APBWEST | Check | <u>8448300220027467-C</u> | CABLE FIRE DEPT | 60003.30000.52200 | 55.25 |
| Report Total: | | | | | 4,614.24 |



Pg. 3

Packet: APPKT03107 - GEN 15/16 091316
Vendor Set: 01 - Vendor Set 01

Check Date: 09/07/2016

| Vendor Number | Vendor Name | Bank Code | Payment Type | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|---|-----------|--------------|------------------|--|-------------------|---------------------|
| Fund: 10000 - GENERAL FUND | | | | | | | |
| <u>0326</u> | CITY OF PASADENA | | | | | | |
| APBWEST | Check | | | <u>3005388</u> | TRAFFIC SIGNALS JULY15-16 | 10000.83500.52001 | 2,794.92 |
| <u>1578</u> | PETTY CASH FUND-LIBRARY | | | | | | |
| APBWEST | Check | | | <u>INVO19111</u> | POSTAGE | 10000.90000.53101 | 16.95 |
| | | | | <u>INVO19113</u> | POSTAGE | 10000.90000.53101 | 1.99 |
| | | | | <u>INVO19112</u> | POSTAGE | 10000.90000.53101 | 19.19 |
| | | | | <u>INVO19114</u> | WATER FOR PATRONS AND STAFF DURING POW | 10000.90000.53999 | 21.15 |
| Fund 10000 Total: | | | | | | | 2,854.20 |
| Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND | | | | | | | |
| <u>1578</u> | PETTY CASH FUND-LIBRARY | | | | | | |
| APBWEST | Check | | | <u>INVO19115</u> | TEEN BOOK CLUB | 39006.90000.53999 | 14.37 |
| Fund 39006 Total: | | | | | | | 14.37 |
| Fund: 60001 - INT SVC FND - FACILITIES MGT | | | | | | | |
| <u>1334</u> | HP MECHANICAL INC. | | | | | | |
| APBWEST | Check | | | <u>1762</u> | NEW BLOWER BELT INSTALLED | 60001.83200.52301 | 416.00 |
| | | | | <u>1780</u> | SERVICED A/C SERVING FIREHOUSE | 60001.83200.52301 | 528.00 |
| Fund 60001 Total: | | | | | | | 944.00 |
| Fund: 60002 - INT SVC FND - ADMINISTRATION | | | | | | | |
| <u>VEN02265</u> | GOVERNMENT FINANCE OFFICERS ASSOCIATION | | | | | | |
| APBWEST | Check | | | <u>300216031</u> | GAAFR AND GAAR SUPPLEMENT BK | 60002.30000.53999 | 179.25 |
| | | | | <u>300193044</u> | GAAFR AND GAAFR SUPPLEMENT HRDCVER | 60002.30000.53999 | 149.25 |
| Fund 60002 Total: | | | | | | | 328.50 |
| Fund: 71000 - WATER ENTERPRISE FUND | | | | | | | |
| <u>VEN02869</u> | KATHLEEN MCLAUGHLIN | | | | | | |
| APBWEST | Check | | | <u>INVO19110</u> | FINANCE WATER BILLING OVERCHARGED REF | 71000.00000.47001 | 154.17 |
| Fund 71000 Total: | | | | | | | 154.17 |
| Report Total: | | | | | | | 4,295.24 |



Pg. 4

Packet: APPKT03105 - GEN B PKT 091316
Vendor Set: 01 - Vendor Set 01

Check Date: 09/07/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|-------------------------------------|------------------|---|-------------------|---------------------|
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>0514</u> | ANDREA WALSH | | | | |
| APBWEST | Check | <u>INVO19117</u> | Recreation Class - Yoga Lessons | 10000.77000.52200 | 456.30 |
| <u>0636</u> | CYNTHIA SIRLIN | | | | |
| APBWEST | Check | <u>INVO19118</u> | Recreation Class - Tai Chi Chuan | 10000.77000.52200 | 228.80 |
| <u>VEN01382</u> | KIDZ LOVE SOCCER | | | | |
| APBWEST | Check | <u>INVO19119</u> | Recreation Class - Kidz Love Soccer | 10000.77000.52200 | 795.60 |
| <u>VEN01784</u> | PASADENA EMBROIDERY & SILKSCREENING | | | | |
| APBWEST | Check | <u>7735</u> | Pasadena Embroidery & silkscreening | 10000.50000.53303 | 144.97 |
| <u>1483</u> | PRO PRINTING INC | | | | |
| APBWEST | Check | <u>46055</u> | Pro Printing, Inc. | 10000.50000.53102 | 30.52 |
| | | <u>45891</u> | Pro Printing, Inc | 10000.50000.53102 | 104.64 |
| | | <u>46128</u> | Pro Printing, INC. | 10000.50000.53102 | 74.12 |
| <u>VEN02444</u> | SUPERIOR COURT OF CA, CO OF L. A. | | | | |
| APBWEST | Check | <u>INVO19120</u> | County Treasurer Payments | 10000.50000.52200 | 2,371.50 |
| Fund 10000 Total: | | | | | 4,206.45 |
| Fund: 35005 - STATE COPS GRANT | | | | | |
| <u>0326</u> | CITY OF PASADENA | | | | |
| APBWEST | Check | <u>3005374</u> | FOOTHILL AIR SUPPORT FY 2016-2017 | 35005.50000.52200 | 10,612.00 |
| Fund 35005 Total: | | | | | 10,612.00 |
| Fund: 60003 - INT SVC FND - TECHNOLOGY | | | | | |
| <u>1786</u> | AXONTECH LLC | | | | |
| APBWEST | Check | <u>7485</u> | Network Maintenance | 60003.30000.52100 | 747.50 |
| | | <u>7495</u> | Monthly Datto Service | 60003.30000.52200 | 1,298.00 |
| | | <u>7484</u> | Monthly Datto Service | 60003.30000.52200 | 450.42 |
| | | <u>7460</u> | Antivirus Protection/FY1617 | 60003.30000.52200 | 4,960.00 |
| | | <u>7516</u> | Microsoft Government SQL Server/Year 1 of 3 | 60003.30000.52200 | 2,438.00 |
| | | <u>7518</u> | Datto Backup Server | 60003.30000.53801 | 2,301.44 |
| <u>VEN02867</u> | DREAM TELECOM SOLUTION | | | | |
| APBWEST | Check | <u>3164</u> | Phone System/Site Survey | 60003.30000.55005 | 149.10 |
| <u>VEN02853</u> | NPC BUSINESS SERVICE GROUP | | | | |
| APBWEST | Check | <u>1453</u> | Phone System Equip Installation | 60003.30000.55005 | 513.77 |
| Fund 60003 Total: | | | | | 12,858.23 |
| Report Total: | | | | | 27,676.68 |



PT P5

Packet: APPKT03108 - GEN 091316
Vendor Set: 01 - Vendor Set 01

Check Date: 09/07/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|-----------------------------------|-----------------------------------|---------------------|----------------------------------|-------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>0433</u> | ALLSTAR FIRE EQUIPMENT, INC. | | | | |
| APBWEST | Check | <u>192170</u> | SUPPRESSION EQUIPMENT | 10000.61000.53300 | 732.95 |
| <u>1200</u> | BLUE DIAMOND MATERIALS | | | | |
| APBWEST | Check | <u>771408</u> | ASPHALT | 10000.83500.53206 | 49.81 |
| <u>1087</u> | CITY OF ARCADIA | | | | |
| APBWEST | Check | <u>ARMS000010</u> | Police Range FY 16-17 | 10000.50000.52200 | 300.00 |
| <u>0795</u> | CITY OF GLENDALE | | | | |
| APBWEST | Check | <u>16-1181</u> | DNA Processing | 10000.50000.53304 | 350.00 |
| <u>VENO2848</u> | CPCA | | | | |
| APBWEST | Check | <u>4738</u> | Membership Renewal- Chief | 10000.50000.53409 | 88.00 |
| <u>0841</u> | DAPEER, ROSENBLIT & LITVAK,LLP | | | | |
| APBWEST | Check | <u>11556</u> | Specialized Legal Services | 10000.40000.52201 | 6,021.46 |
| <u>1510</u> | GARVEY EQUIPMENT CO. | | | | |
| APBWEST | Check | <u>95464</u> | EQUIPMENT MAINTENACE | 10000.83300.53202 | 22.42 |
| <u>0515</u> | LANDSCAPE WAREHOUSE | | | | |
| APBWEST | Check | <u>2497783</u> | IRRIGATION AND PARK SUPPLIES | 10000.83300.53001 | 42.30 |
| | | <u>2497460</u> | IRRIGATION AND PARK SUPPLIES | 10000.83300.53001 | 221.71 |
| | | <u>2497301</u> | IRRIGATION AND PARK SUPPLIES | 10000.83300.53001 | 58.17 |
| <u>0640</u> | LIFE-ASSIST INC. | | | | |
| APBWEST | Check | <u>762713</u> | EMS SUPPLIES | 10000.64000.53300 | 85.59 |
| | | <u>762602</u> | EMS SUPPLIES | 10000.64000.53300 | 5,893.93 |
| | | <u>763375</u> | EMS SUPPLIES | 10000.64000.53300 | 310.99 |
| <u>0786</u> | OFFICE DEPOT, INC | | | | |
| APBWEST | Check | <u>853410177001</u> | Office supplies | 10000.50000.53100 | 200.56 |
| | | <u>841587619001</u> | Office supplies | 10000.50000.53100 | 69.92 |
| | | <u>858475495001</u> | Office supplies | 10000.50000.53100 | 40.12 |
| | | <u>858475806001</u> | Office supplies | 10000.50000.53100 | 6.31 |
| | | <u>858475807001</u> | Office supplies | 10000.50000.53100 | 8.41 |
| | | <u>856376441001</u> | credit memo for inv#853410177001 | 10000.50000.53100 | -200.56 |
| | | <u>850601526001</u> | CREDIT MEMO FOR INV#846600023001 | 10000.90000.53100 | -7.62 |
| <u>VENO1608</u> | PHOENIX GROUP INFORMATION SYSTEMS | | | | |
| APBWEST | Check | <u>072016200</u> | Parking Citation Services | 10000.50000.52200 | 1,461.86 |
| <u>1191</u> | RICHARD SNYDER | | | | |
| APBWEST | Check | <u>INV019052</u> | WT41 FUEL REIMBURSEMENT | 10000.61000.53999 | 55.33 |
| <u>VENO2866</u> | ROBERT DELAMADRID | | | | |
| APBWEST | Check | <u>INV019053</u> | Parking Citation Service Center | 10000.00000.44003 | 41.00 |
| <u>1443</u> | SHRED-IT | | | | |
| APBWEST | Check | <u>9411964285</u> | Document shredding services | 10000.50000.52200 | 201.57 |
| <u>0389</u> | STAPLES CREDIT PLAN | | | | |
| APBWEST | Check | <u>26791</u> | OFFICE SUPPLIES | 10000.61000.53100 | 209.26 |
| <u>VENO2014</u> | SUSAN SAXE CLIFFORD, Ph.D. APC. | | | | |
| APBWEST | Check | <u>16-0815-3</u> | Psychological Evaluation | 10000.50000.52100 | 450.00 |
| <u>1780</u> | TALLEY | | | | |
| APBWEST | Check | <u>10254212</u> | RA41 ANTENNA | 10000.64000.53301 | 110.45 |
| <u>1053</u> | WITTMAN ENTERPRISES, LLC | | | | |
| APBWEST | Check | <u>1606056</u> | EMS BILLING SERVICES | 10000.64000.52200 | 2,333.56 |
| | | <u>1607056</u> | EMS BILLING SERVICES | 10000.64000.52200 | 1,607.56 |
| <u>1387</u> | ZOLL MEDICAL CORP | | | | |
| APBWEST | Check | <u>2406203</u> | DEFIBRILLATOR BREAKOUT CABLE | 10000.64000.53300 | 366.24 |
| Fund 10000 Total: | | | | | 21,131.30 |

Fund: 60000 - INT SVC FND - FLEET
0741 BEAR FRAME & WHEEL #3

P.6

| Vendor Number | Vendor Name | | | | Vendor Total |
|----------------------|---------------------------------------|--------------------|---------------------------------|-------------------|---------------------|
| Bank Code | Payment Type | Invoice # | Invoice Description | Account Number | Distribution Amount |
| <u>VEN02634</u> | P. F. SERVICES INC | | | | 2,413.15 |
| APBWEST | Check | <u>12738</u> | CNG PUMP MAINTENANCE | 60000.83100.55001 | 2,413.15 |
| <u>VEN01080</u> | PACIFIC COAST TOOL & SUPPLY | | | | 666.50 |
| APBWEST | Check | <u>0162191-00</u> | TOOLS AND SUPPLIES | 71000.81100.53205 | 537.49 |
| | | <u>0162199-00</u> | TOOLS AND SUPPLIES | 71000.81100.53205 | 129.01 |
| <u>0124</u> | PATTON SALES CORP. | | | | 17.51 |
| APBWEST | Check | <u>3146581</u> | STEEL FABRICATION SUPPLIES | 71000.81100.53200 | 17.51 |
| <u>VEN01608</u> | PHOENIX GROUP INFORMATION SYSTEMS | | | | 1,461.86 |
| APBWEST | Check | <u>072016200</u> | Parking Citation Services | 10000.50000.52200 | 1,461.86 |
| <u>0336</u> | POST ALARM SYSTEMS | | | | 511.60 |
| APBWEST | Check | <u>899142</u> | ALARM MONITORING | 60001.83200.52200 | 201.30 |
| | | <u>899441</u> | ALARM MONITORING | 60001.83200.52200 | 310.30 |
| <u>0360</u> | QUINN COMPANY | | | | 199.02 |
| APBWEST | Check | <u>PC810752142</u> | HEAVY EQUIPMENT PARTS | 60000.83100.53208 | 199.02 |
| <u>1191</u> | RICHARD SNYDER | | | | 55.33 |
| APBWEST | Check | <u>INV019052</u> | WT41 FUEL REIMBURSEMENT | 10000.61000.53999 | 55.33 |
| <u>VEN02829</u> | RINGCENTRAL INC | | | | 6,215.69 |
| APBWEST | Check | <u>126814</u> | RingCentral | 60003.30000.55005 | 6,215.69 |
| <u>VEN02866</u> | ROBERT DELAMADRID | | | | 41.00 |
| APBWEST | Check | <u>INV019053</u> | Parking Citation Service Center | 10000.00000.44003 | 41.00 |
| <u>VEN01670</u> | ROGERS, ANDERSON, MALODY & SCOTT, LLP | | | | 12,500.00 |
| APBWEST | Check | <u>52142</u> | Prof Svc/Auditor | 60002.30000.52100 | 12,500.00 |
| <u>1443</u> | SHRED-IT | | | | 201.57 |
| APBWEST | Check | <u>9411964285</u> | Document shredding services | 10000.50000.52200 | 201.57 |
| <u>0389</u> | STAPLES CREDIT PLAN | | | | 209.26 |
| APBWEST | Check | <u>26791</u> | OFFICE SUPPLIES | 10000.61000.53100 | 209.26 |
| <u>VEN02014</u> | SUSAN SAXE CLIFFORD, Ph.D. APC. | | | | 450.00 |
| APBWEST | Check | <u>16-0815-3</u> | Psychological Evaluation | 10000.50000.52100 | 450.00 |
| <u>1780</u> | TALLEY | | | | 110.45 |
| APBWEST | Check | <u>10254212</u> | RA41 ANTENNA | 10000.64000.53301 | 110.45 |
| <u>1799</u> | TYLER TECHNOLOGIES INC | | | | 225.00 |
| APBWEST | Check | <u>025-163227</u> | Annual Maint | 60003.30000.52200 | 225.00 |
| <u>1373</u> | UNITED MAINTENANCE SYSTEMS | | | | 3,305.64 |
| APBWEST | Check | <u>13441</u> | JANITORIAL SERVICES | 60001.83200.52200 | 3,305.64 |
| <u>0426</u> | WESTERN WATER WORKS | | | | 309.90 |
| APBWEST | Check | <u>427679-00</u> | DISTRIBUTION SYSTEM REPAIR | 71000.81100.53200 | 309.90 |
| <u>1053</u> | WITTMAN ENTERPRISES, LLC | | | | 3,941.12 |
| APBWEST | Check | <u>1606056</u> | EMS BILLING SERVICES | 10000.64000.52200 | 2,333.56 |
| | | <u>1607056</u> | EMS BILLING SERVICES | 10000.64000.52200 | 1,607.56 |
| <u>0429</u> | XEROX CORPORATION | | | | 439.96 |
| APBWEST | Check | <u>085786203</u> | Copier Lease | 60003.30000.53210 | 439.96 |
| <u>1387</u> | ZOLL MEDICAL CORP | | | | 366.24 |
| APBWEST | Check | <u>2406203</u> | DEFIBRILLATOR BREAKOUT CABLE | 10000.64000.53300 | 366.24 |
| Report Total: | | | | | 54,163.78 |



Pg. 7.

Packet: APPKT03104 - LIB 091316
Vendor Set: 01 - Vendor Set 01

Check Date: 09/07/2016

Table with columns: Vendor Number, Vendor Name, Bank Code, Payment Type, Invoice #, Invoice Description, Account Number, Distribution Amount. Includes entries for Baker & Taylor, Inc., Biblionix LLC, Brodart, EBSCO, OCLC, Inc., Office Depot, Inc., World Trade Press, and Christine Smart.

Packet: APPKT03104 - LIB 091316

Check Date: 09/07/2016

Vendor Set: 01 - Vendor Set 01

Pg. 8

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|------------------|---------------------|-------------------|-----------------------------------|--------------------------|---------------------|
| | | | | | |
| Bank Code | Payment Type | | | | |
| APBWEST | Check | <u>4011680190</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 291.50 |
| | | <u>141806200</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 16.34 |
| | | <u>4011669048</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 63.15 |
| <u>1379</u> | CALIFA GROUP | | | | |
| APBWEST | Check | <u>8818</u> | Proquest Ancestry Library Edition | 39006.90000.53406 | 1,772.40 |
| <u>0218</u> | GAYLORD BROTHERS | | | | |
| APBWEST | Check | <u>2441324</u> | Archival Office Supplies | 39006.90000.53999 | 351.80 |
| | | | | Fund 39006 Total: | 2,833.27 |
| | | | | Report Total: | 18,319.55 |

RESOLUTION NUMBER 16 - 54

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
APPROVING CERTAIN DEMANDS**

WHEREAS, the following demands have been reviewed and approved by the Finance Director; and

WHEREAS, the Finance Director has verified that appropriated funds are available for payment thereof; and

WHEREAS, the audited August 23, 2016 demands were released to vendors in accordance with City Council action item 1d on the May 24, 2016 Council meeting; and

WHEREAS, City Warrants are the payment of bills, invoices and contractual obligations incurred by the City of Sierra Madre during the period enumerated therein, based on the approved fiscal year budget and existing budgetary authority, Municipal Code authority, or prior policy direction by the City Council; and

WHEREAS, Payroll Transfer is the transfer of funds to cover the payroll costs for all City employees for the period enumerated therein.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby ratify payment of City Warrants in the aggregate amount of \$744,244.33; Sierra Madre Library Warrants in the aggregate amount of \$7,456.60 and Payroll Transfer in the aggregate amount of \$306,162.48 for the fiscal year ending June 30, 2016 and 2017.

APPROVED AND ADOPTED this 13th day of September, 2016.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 - 54 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 13th day of September, 2016 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of September 13, 2016**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre
Warrant\$744,244.33

Sierra Madre Library
Warrant\$7,456.60

Payroll #16
Transfer.....\$306,162.48

Warrant Register 8/23/16**Attachment 1A**

| Fiscal Year | Description | Amount | Page # |
|-------------|----------------------------------|------------|--------|
| | Manual Warrants | 9,363.53 | 1-2 |
| FY 1617 | General Warrants - Utility Bills | 68,452.63 | 3-4 |
| FY 1516 | General Warrants | 444,528.78 | 5 |
| FY 1617 | General Warrants | 221,899.39 | 6-10 |
| | Total | 744,244.33 | |

| Fiscal Year | Description | Amount | |
|-------------|------------------|----------|----|
| FY 1516 | Library Warrants | 2,908.67 | 11 |
| FY 1617 | Library Warrants | 4,547.93 | 12 |
| | Total | 7,456.60 | |

| | | | |
|--------------------|---|------------|--|
| Date: 8/11/2016 | Payroll #16 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct. | 306,162.48 | |
|--------------------|---|------------|--|



P.1

Packet: APPKT03075 - MAN 08/11/16
Vendor Set: 01 - Vendor Set 01

Check Date: 08/11/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--|-----------------|------------------|---|-------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| 0823 | BANK OF AMERICA | | | | |
| APBWEST | Check | <u>INV018969</u> | JO/Office Supplies | 10000.50000.52108 | 44.15 |
| | | <u>INV018964</u> | JO/Job Posting | 10000.50000.52999 | 170.00 |
| | | <u>INV018963</u> | LG/Uniform | 10000.50000.53303 | 767.23 |
| | | <u>INV018966</u> | JO/Volunteer Supplies/4th of July | 10000.50000.53306 | 76.68 |
| | | <u>INV018965</u> | JO/Volunteer Supplies/4th of July | 10000.50000.53306 | 66.92 |
| | | <u>INV018967</u> | JO/Meeting/Coffee with a Cop | 10000.50000.53402 | 54.50 |
| | | <u>INV018968</u> | JO/Business Watch Meeting | 10000.50000.53402 | 27.05 |
| | | <u>INV018962</u> | LG/Oral Panel Lunch | 10000.50000.53402 | 89.26 |
| | | <u>INV018961</u> | SH/Steel Toe Boots | 10000.61000.53300 | 191.28 |
| | | <u>INV018978</u> | EC/Recreation Leaders Orientation | 10000.70000.53999 | 36.00 |
| | | <u>INV018979</u> | EC/Recreation Leaders Orientation | 10000.70000.53999 | 52.10 |
| | | <u>INV018958</u> | BI/Parking Fee/Conneced Cities Coalition | 10000.82000.53402 | 15.00 |
| | | <u>INV018971</u> | RB/Office Supplies/Refrigerator | 10000.90000.53100 | 441.45 |
| | | <u>INV018977</u> | EC/Computer Hardware | 10000.90000.53801 | 1,399.73 |
| | | <u>INV018976</u> | EC/Computer Hardware | 10000.90000.53801 | 200.00 |
| Fund 10000 Total: | | | | | 3,631.35 |
| Fund: 36001 - EMERGENCY MEDICAL SERVICES | | | | | |
| 0823 | BANK OF AMERICA | | | | |
| APBWEST | Check | <u>INV018960</u> | SH/Multi-Tech Cell Modem Kit | 36001.64000.53300 | 1,595.43 |
| Fund 36001 Total: | | | | | 1,595.43 |
| Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND | | | | | |
| 0823 | BANK OF AMERICA | | | | |
| APBWEST | Check | <u>INV018973</u> | RB/One Book One City Event/Dodger Tour | 39006.90000.53999 | 585.00 |
| | | <u>INV018970</u> | RB/One Book One City Event/Dodger Tour | 39006.90000.53999 | 425.00 |
| Fund 39006 Total: | | | | | 1,010.00 |
| Fund: 60000 - INT SVC FND - FLEET | | | | | |
| 0823 | BANK OF AMERICA | | | | |
| APBWEST | Check | <u>INV018959</u> | CC/Towing Svc | 60000.83100.53208 | 225.00 |
| | | <u>INV018957</u> | BI/CNG Fuel | 60000.83100.55001 | 35.81 |
| Fund 60000 Total: | | | | | 260.81 |
| Fund: 60002 - INT SVC FND - ADMINISTRATION | | | | | |
| 0823 | BANK OF AMERICA | | | | |
| APBWEST | Check | <u>INV018955</u> | EA/LCC Annual Conference | 60002.30000.53402 | 525.00 |
| Fund 60002 Total: | | | | | 525.00 |
| Fund: 60003 - INT SVC FND - TECHNOLOGY | | | | | |
| 0823 | BANK OF AMERICA | | | | |
| APBWEST | Check | <u>INV018983</u> | EC/iContact Program Renewal | 60003.30000.52100 | 479.40 |
| Fund 60003 Total: | | | | | 479.40 |
| Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT | | | | | |
| 0823 | BANK OF AMERICA | | | | |
| APBWEST | Check | <u>INV018980</u> | EC/JPIA Annual Risk Management Educational Fr | 60007.70100.53402 | 216.50 |
| | | <u>INV018956</u> | EA/Employee Recognition/Farewell Cake | 60007.70100.53403 | 92.95 |
| | | <u>INV018982</u> | EC/Job Ad for ACM | 60007.70101.52206 | 195.00 |
| | | <u>INV018985</u> | EC/Job Ad for ACM | 60007.70101.52206 | 273.00 |
| | | <u>INV018981</u> | EC/Job Ad for ACM | 60007.70101.52206 | 250.00 |
| | | <u>INV018984</u> | EC/Job Ad for ACM | 60007.70101.52206 | 125.00 |
| | | <u>INV018986</u> | EC/Interview Panel Lunch | 60007.70101.53999 | 92.57 |
| Fund 60007 Total: | | | | | 1,245.02 |
| Fund: 77003 - SPECIAL EVENTS | | | | | |

Vendor Set: 01 - Vendor Set 01

P.2

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--------------------------|-----------------|------------------|--|-------------------|---------------------|
| <u>0823</u> | BANK OF AMERICA | | | | |
| APBWEST | Check | <u>INV018974</u> | EC/Banners/Concerts & Movies in the Park | 77003.79002.52999 | 35.35 |
| | | <u>INV018972</u> | RB/Senior Excursion | 77003.79003.52999 | 450.00 |
| | | <u>INV018974</u> | EC/Banners/Concerts & Movies in the Park | 77003.79008.52999 | 35.34 |
| | | <u>INV018975</u> | EC/4th of July Event Supplies | 77003.79012.53999 | 95.83 |
| Fund 77003 Total: | | | | | 616.52 |
| Report Total: | | | | | 9,363.53 |



Packet: APPKT03080 - UTILITY 081616
Vendor Set: 01 - Vendor Set 01

Check Date: 08/16/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|--------------------------------|--------------------------------|----------------------|-------------------|---------------------|
| Fund: 32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA | | | | | |
| <u>0384</u> | SOUTHERN CALIF. EDISON CO. | | | | |
| APBWEST | Check | <u>2011946423-080916</u> | ELECTRICITY | 32005.83500.55003 | 136.08 |
| Fund 32005 Total: | | | | | 136.08 |
| Fund: 32006 - LIGHTING DISTRICT - ZONE A | | | | | |
| <u>0384</u> | SOUTHERN CALIF. EDISON CO. | | | | |
| APBWEST | Check | <u>2011946423-080916</u> | ELECTRICITY | 32006.83500.55003 | 235.11 |
| Fund 32006 Total: | | | | | 235.11 |
| Fund: 32007 - LIGHTING DISTRICT - ZONE B | | | | | |
| <u>0384</u> | SOUTHERN CALIF. EDISON CO. | | | | |
| APBWEST | Check | <u>2011946423-080916</u> | ELECTRICITY | 32007.83500.55003 | 993.41 |
| Fund 32007 Total: | | | | | 993.41 |
| Fund: 32008 - PARKING ASSMNT DIST | | | | | |
| <u>0384</u> | SOUTHERN CALIF. EDISON CO. | | | | |
| APBWEST | Check | <u>2037520756-081016</u> | ELECTRICITY | 32008.83000.55003 | 407.52 |
| Fund 32008 Total: | | | | | 407.52 |
| Fund: 38005 - GAS TAX FUND | | | | | |
| <u>0384</u> | SOUTHERN CALIF. EDISON CO. | | | | |
| APBWEST | Check | <u>2011946423-080916</u> | ELECTRICITY | 38005.83500.55003 | 3,994.02 |
| | | <u>2037520756-081016</u> | ELECTRICITY | 38005.83500.55003 | 49.82 |
| Fund 38005 Total: | | | | | 4,043.84 |
| Fund: 60000 - INT SVC FND - FLEET | | | | | |
| <u>0216</u> | THE GAS COMPANY | | | | |
| APBWEST | Check | <u>11826147883-080116</u> | GAS FUEL BILL | 60000.83100.55001 | 680.54 |
| Fund 60000 Total: | | | | | 680.54 |
| Fund: 60001 - INT SVC FND - FACILITIES MGT | | | | | |
| <u>0129</u> | AT&T | | | | |
| APBWEST | Check | <u>81829102416611-080116</u> | TELECOM DIV 911 PGRM | 60001.83200.55005 | 173.88 |
| <u>VEN02792</u> | FRONTIER CALIFORNIA INC | | | | |
| APBWEST | Check | <u>20918837570307075</u> | PHONE SYSTEM | 60001.83200.55005 | 1,848.90 |
| <u>1749</u> | PACIFIC TELEMANAGEMENT SERVICE | | | | |
| APBWEST | Check | <u>859741-081116</u> | PAY PHONE/PD | 60001.83200.55005 | 82.64 |
| <u>0384</u> | SOUTHERN CALIF. EDISON CO. | | | | |
| APBWEST | Check | <u>2037520756-081016</u> | ELECTRICITY | 60001.83200.55003 | 12,999.92 |
| | | <u>2036613305-080816</u> | ELECTRICITY | 60001.83200.55003 | 1,928.97 |
| | | <u>2011946423-080916</u> | ELECTRICITY | 60001.83200.55003 | 159.11 |
| <u>0216</u> | THE GAS COMPANY | | | | |
| APBWEST | Check | <u>16861877005-081016</u> | GAS | 60001.83200.55004 | 85.83 |
| | | <u>19591871009-081016</u> | GAS | 60001.83200.55004 | 21.52 |
| <u>0642</u> | VERIZON WIRELESS - LA | | | | |
| APBWEST | Check | <u>9769382540</u> | CELL PHONE | 60001.83200.55005 | 991.73 |
| Fund 60001 Total: | | | | | 18,292.50 |
| Fund: 60003 - INT SVC FND - TECHNOLOGY | | | | | |
| <u>VEN02262</u> | GLOBAL CAPACITY | | | | |
| APBWEST | Check | <u>49504303-073116</u> | BROADBAND | 60003.30000.52200 | 1,298.70 |
| <u>1439</u> | TIME WARNER CABLE | | | | |
| APBWEST | Check | <u>8448300220131806-080116</u> | CABLE SERVICES | 60003.30000.52200 | 509.24 |
| | | <u>8448300220164625-080116</u> | CABLE SERVICES | 60003.30000.52200 | 209.80 |
| <u>VEN02100</u> | TIME WARNER CABLE-BROADBAND | | | | |
| APBWEST | Check | <u>039966201-080116</u> | BROADBAND | 60003.30000.52200 | 144.99 |
| | | <u>040107401-080116</u> | CABLE | 60003.30000.52200 | 134.99 |

Fund 60003 Total: 2,297.72

Check Date: 08/16/2016

Packet: APPKT03080 - UTILITY 081616

Vendor Set: 01 - Vendor Set 01

P.4

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--|----------------------------|--------------------------|---------------------|--------------------------|---------------------|
| Fund: 71000 - WATER ENTERPRISE FUND | | | | | |
| <u>VEN02792</u> | FRONTIER CALIFORNIA INC | | | | |
| APBWEST | Check | <u>20918837570307075</u> | PHONE SYSTEM | 71000.81100.55005 | 51.29 |
| <u>0384</u> | SOUTHERN CALIF. EDISON CO. | | | | |
| APBWEST | Check | <u>2037520756-081016</u> | ELECTRICITY | 71000.81100.55003 | 40,765.65 |
| | | | | Fund 71000 Total: | 40,816.94 |
| Fund: 77001 - AQUATICS | | | | | |
| <u>0384</u> | SOUTHERN CALIF. EDISON CO. | | | | |
| APBWEST | Check | <u>2037520756-081016</u> | ELECTRICITY | 77001.71000.55003 | 548.97 |
| | | | | Fund 77001 Total: | 548.97 |
| | | | | Report Total: | 68,452.63 |



P.5

Packet: APPKT03089 - GEN FY15-16 082316
Vendor Set: 01 - Vendor Set 01

Check Date: 08/23/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|--------------------------------|---------------------|------------------------------------|--------------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>1552</u> | ARNOLD'S FRONTIER HARDWARE | | | | |
| APBWEST | Check | <u>074667</u> | PC AIR ACC KIT/CABLE TIE | 10000.61000.53204 | 35.40 |
| | | <u>074724</u> | COATING/GLUE STRIP | 10000.61000.53204 | 7.61 |
| <u>0266</u> | L.A. COUNTY SHERIFF'S DEPT. | | | | |
| APBWEST | Check | <u>170048NH</u> | LAW INF SERVICES | 10000.50000.52200 | 371,716.86 |
| <u>0381</u> | SOUTHEAST CONSTRUCTION PRODUCT | | | | |
| APBWEST | Check | <u>1122684-1</u> | MODULAR SOLID PAVER | 10000.83500.53206 | 12.15 |
| | | | | Fund 10000 Total: | 371,772.02 |
| Fund: 34001 - DEVELOPMENT FEES | | | | | |
| <u>0841</u> | DAPEER, ROSENBLIT & LITVAK,LLP | | | | |
| APBWEST | Check | <u>11463</u> | LEGAL SERVICES | 34001.40000.52201 | 32,730.98 |
| <u>0425</u> | WILLDAN ASSOCIATES | | | | |
| APBWEST | Check | <u>002-16907</u> | PROF SVCS FOR PLANNED CHK SVCS | 34001.40000.52100 | 27,577.32 |
| | | | | Fund 34001 Total: | 60,308.30 |
| Fund: 60000 - INT SVC FND - FLEET | | | | | |
| <u>0899</u> | GOLDENWEST LUBRICANTS, INC. | | | | |
| APBWEST | Check | <u>INV000329551</u> | MOTOR OIL | 60000.83100.53208 | 1,249.10 |
| | | | | Fund 60000 Total: | 1,249.10 |
| Fund: 60001 - INT SVC FND - FACILITIES MGT | | | | | |
| <u>0336</u> | POST ALARM SYSTEMS | | | | |
| APBWEST | Check | <u>890898</u> | AMP BATT | 60001.83200.52200 | 38.16 |
| | | | | Fund 60001 Total: | 38.16 |
| Fund: 60002 - INT SVC FND - ADMINISTRATION | | | | | |
| <u>0820</u> | ACCONTEMPS | | | | |
| APBWEST | Check | <u>46035141</u> | TEMP SVCS/MARIA ACOSTA | 60002.30000.52100 | 720.00 |
| <u>VEN02862</u> | MARCIE MEDINA | | | | |
| APBWEST | Check | <u>0520</u> | CONF TORONTO CANADA | 60002.30000.53402 | 75.18 |
| | | | | Fund 60002 Total: | 795.18 |
| Fund: 60003 - INT SVC FND - TECHNOLOGY | | | | | |
| <u>1786</u> | AXONTECH LLC | | | | |
| APBWEST | Check | <u>7482</u> | CABLE | 60003.30000.52200 | 1,697.02 |
| | | | | Fund 60003 Total: | 1,697.02 |
| Fund: 71000 - WATER ENTERPRISE FUND | | | | | |
| <u>VEN01529</u> | METRON-FARNIER LLC | | | | |
| APBWEST | Check | <u>22700</u> | HOUSING KIT/ANTENNA/NEPTUNE METERS | 71000.81100.56011 | 669.00 |
| | | | | Fund 71000 Total: | 669.00 |
| Fund: 72000 - SEWER | | | | | |
| <u>1399</u> | PAUL ROBERTS | | | | |
| APBWEST | Check | <u>536-G7</u> | REPAIRED/REMOVE ROOT INTRUSION | 72000.81200.52202 | 8,000.00 |
| | | | | Fund 72000 Total: | 8,000.00 |
| | | | | Report Total: | 444,528.78 |



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Packet: APPKT03092 - GEN FY16-17 082316
Vendor Set: 01 - Vendor Set 01

Check Date: 08/23/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|-----------------------------------|------------------------------------|--------------|--------------------------------|-------------------|---------------------|
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>0109</u> | AIRGAS USA | | | | |
| APBWEST | Check | 9938320666 | MEDICAL OXYGEN | 10000.64000.53300 | 39.52 |
| | | 9938317270 | MEDICAL OXYGEN | 10000.64000.53300 | 413.45 |
| <u>VEN02855</u> | ALICIA SAUCEDO | | | | |
| APBWEST | Check | 2003444.001 | Refund / Security Deposit | 10000.00000.23200 | 896.75 |
| <u>0433</u> | ALLSTAR FIRE EQUIPMENT, INC. | | | | |
| APBWEST | Check | 191372 | NOZZLES | 10000.61000.53300 | 1,961.34 |
| | | 191558 | SUPPRESSION EQUIPMENT | 10000.61000.53300 | 109.00 |
| | | 191534 | SUPPRESSION EQUIPMENT | 10000.61000.53300 | 70.85 |
| <u>1552</u> | ARNOLD'S FRONTIER HARDWARE | | | | |
| APBWEST | Check | 074887 | HARDWARE SUPPLIES | 10000.61000.53204 | 34.87 |
| | | 075158 | HARDWARE SUPPLIES | 10000.61000.53204 | 6.19 |
| | | 075126 | HARDWARE SUPPLIES | 10000.61000.53204 | 11.97 |
| | | 074977 | HARDWARE SUPPLIES | 10000.61000.53204 | 1.62 |
| | | 074886 | HARDWARE SUPPLIES | 10000.61000.53204 | 55.56 |
| | | 074903 | CREDIT MEMO | 10000.61000.53204 | -9.38 |
| | | 074902 | HARDWARE SUPPLIES | 10000.61000.53204 | 10.95 |
| | | 074901 | HARDWARE SUPPLIES | 10000.61000.53204 | 10.89 |
| | | 074926 | HARDWARE SUPPLIES | 10000.61000.53204 | 8.14 |
| <u>0122</u> | ARNOLD'S FRONTIER HARDWARE | | | | |
| APBWEST | Check | 075164 | PARKS MAINTENANCE SUPPLIES | 10000.83300.53001 | 17.63 |
| | | 075168 | PARKS MAINTENANCE SUPPLIES | 10000.83300.53001 | 9.25 |
| | | 075148 | STREET MAINTENANCE SUPPLIES | 10000.83500.53206 | 5.98 |
| | | 075060 | STREET MAINTENANCE SUPPLIES | 10000.83500.53206 | 21.75 |
| <u>VEN02312</u> | ASSA ABLOY ENTRANCE SYSTEM | | | | |
| APBWEST | Check | SEI/01033036 | DOOR MAINTENANCE | 10000.83300.52300 | 74.25 |
| | | SEI/01033035 | DOOR MAINTENANCE | 10000.83300.52300 | 100.63 |
| | | SEI/01033034 | DOOR MAINTENANCE | 10000.83300.52300 | 371.48 |
| | | SEI/01033037 | DOOR MAINTENANCE | 10000.83300.52300 | 123.75 |
| | | SEI/01031900 | DOOR MAINTENANCE | 10000.83300.52300 | 1,351.33 |
| <u>1200</u> | BLUE DIAMOND MATERIALS | | | | |
| APBWEST | Check | 762854 | ASPHALT | 10000.83500.53206 | 114.91 |
| <u>0326</u> | CITY OF PASADENA | | | | |
| APBWEST | Check | 3005187 | Inmate Housing | 10000.50000.52003 | 84.00 |
| <u>0713</u> | DEPT OF JUSTICE | | | | |
| APBWEST | Check | 181144 | Fingerprints | 10000.50000.52200 | 164.00 |
| <u>VEN02842</u> | EVERBRIDGE INC | | | | |
| APBWEST | Check | M30222 | Everbridge Inc. | 10000.50000.52200 | 1,503.00 |
| <u>VEN01848</u> | FAILSAFE TESTING | | | | |
| APBWEST | Check | 8546 | LADDER TESTING | 10000.61000.52302 | 443.00 |
| <u>0446</u> | FOOTHILL FIRE PREV. OFFICERS ASSO. | | | | |
| APBWEST | Check | INV018989 | MEMBERSHIP DUES | 10000.61000.53409 | 75.00 |
| <u>VEN01613</u> | GANAHL LUMBER COMPANY | | | | |
| APBWEST | Check | R688318 | LUMBER AND HARDWARE | 10000.83500.53206 | 28.72 |
| | | R696088 | LUMBER AND HARDWARE | 10000.83500.53206 | 18.07 |
| | | R692363 | LUMBER AND HARDWARE | 10000.83500.53206 | 8.71 |
| | | R695758 | LUMBER AND HARDWARE | 10000.83500.53206 | 14.10 |
| | | R690831 | LUMBER AND HARDWARE | 10000.83500.53206 | 27.60 |
| | | R691176 | LUMBER AND HARDWARE | 10000.83500.53206 | 9.25 |
| <u>VEN02732</u> | GLENN BROWN | | | | |
| APBWEST | Check | INV019000 | Refund/UUT | 10000.00000.42003 | 46.86 |
| <u>0266</u> | L.A. COUNTY SHERIFF'S DEPT. | | | | |
| APBWEST | Check | 170042NH | LA County Sheriff's Department | 10000.50000.52200 | 104,694.59 |

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| Vendor Number | Vendor Name | Bank Code | Payment Type | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|-------------------------------|-----------|---------------------------|--|--------------------------|-------------------|---------------------|
| <u>VEN01282</u> | LA CO DEPT OF HEALTH SERVICES | | | | | | |
| | APBWEST | Check | <u>SM16-004</u> | CONTROLLED SUBSTANCES | 10000.64000.53300 | 135.00 | |
| <u>1650</u> | LA AFCA | | | | | | |
| | APBWEST | Check | <u>INV018990</u> | ANNUAL DUES | 10000.61000.53409 | 1,000.00 | |
| <u>0515</u> | LANDSCAPE WAREHOUSE | | | | | | |
| | APBWEST | Check | <u>2496143</u> | IRRIGATION AND PARK SUPPLIES | 10000.83300.53001 | 156.38 | |
| | | | <u>2496857</u> | IRRIGATION AND PARK SUPPLIES | 10000.83300.53001 | 62.52 | |
| <u>VEN01982</u> | MARY MCKERNAN | | | | | | |
| | APBWEST | Check | <u>INV019001</u> | Refund/UUT | 10000.00000.42003 | 40.47 | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | | | |
| | APBWEST | Check | <u>48040</u> | LANDSCAPE MAINTENANCE | 10000.81201.52200 | 174.93 | |
| | | | | | 10000.83300.52200 | 5,608.60 | |
| <u>VEN02847</u> | NOT ANYBODY'S MOTHER | | | | | | |
| | APBWEST | Check | <u>INV018987</u> | Filming refund | 10000.00000.23001 | 2,505.00 | |
| <u>0786</u> | OFFICE DEPOT, INC | | | | | | |
| | APBWEST | Check | <u>853070973001</u> | Office supplies | 10000.50000.53100 | 37.94 | |
| | | | <u>853070418001</u> | Office supplies | 10000.50000.53100 | 34.44 | |
| | | | <u>855434009001</u> | Office supplies | 10000.50000.53100 | 32.13 | |
| | | | <u>855434010001</u> | Office supplies | 10000.50000.53100 | 13.61 | |
| | | | <u>855433299001</u> | Office supplies | 10000.50000.53100 | 145.43 | |
| | | | <u>853070975001</u> | Office supplies | 10000.50000.53100 | 42.39 | |
| <u>0323</u> | PASADENA HUMANE SOCIETY | | | | | | |
| | APBWEST | Check | <u>AUG2016CTYSM-080</u> | Animal Control Services | 10000.50000.52004 | 2,323.50 | |
| <u>1032</u> | PUEENTE READY MIX, INC. | | | | | | |
| | APBWEST | Check | <u>82430</u> | READY MIX - SIDEWALK PARTNERSHIP | 10000.83600.53211 | 878.45 | |
| <u>VEN02852</u> | SMARTDRAW SOFTWARE LLC | | | | | | |
| | APBWEST | Check | <u>XL5T0-LHY9Q-072816</u> | SmartDraw | 10000.50000.53103 | 69.95 | |
| <u>0389</u> | STAPLES CREDIT PLAN | | | | | | |
| | APBWEST | Check | <u>INV 9892</u> | Staples | 10000.50000.53100 | 153.68 | |
| <u>VEN02631</u> | THE CODE GROUP INC | | | | | | |
| | APBWEST | Check | <u>72149</u> | Planning Consultant | 10000.40000.52200 | 4,125.00 | |
| <u>1245</u> | THE WORKSHOP | | | | | | |
| | APBWEST | Check | <u>62203</u> | Printing & Duplication - Wistaria Newsletter | 10000.70000.53102 | 2,749.00 | |
| <u>0404</u> | TOM'S UNIFORMS | | | | | | |
| | APBWEST | Check | <u>6655</u> | Uniforms | 10000.50000.53303 | 23.98 | |
| | | | <u>6550</u> | Uniforms | 10000.50000.53303 | 318.28 | |
| | | | <u>6565</u> | Uniforms | 10000.50000.53303 | 76.21 | |
| | | | <u>5150</u> | EMS UNIFORMS | 10000.64000.53303 | 255.06 | |
| <u>0425</u> | WILLDAN ASSOCIATES | | | | | | |
| | APBWEST | Check | <u>002-17009</u> | Inspection and Plan Check Services | 10000.40000.52100 | 20,487.42 | |
| | | | | | Fund 10000 Total: | 154,378.95 | |
| Fund: 32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMNT DIST | | | | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | | | |
| | APBWEST | Check | <u>48040</u> | LANDSCAPE MAINTENANCE | 32002.83000.52200 | 461.54 | |
| | | | | | Fund 32002 Total: | 461.54 | |
| Fund: 32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA | | | | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | | | |
| | APBWEST | Check | <u>48040</u> | LANDSCAPE MAINTENANCE | 32005.83000.52200 | 431.89 | |
| | | | | | 32005.83500.52200 | 632.51 | |
| | | | | | Fund 32005 Total: | 1,064.40 | |
| Fund: 32006 - LIGHTING DISTRICT - ZONE A | | | | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | | | |
| | APBWEST | Check | <u>48040</u> | LANDSCAPE MAINTENANCE | 32006.83000.52200 | 86.97 | |
| | | | | | Fund 32006 Total: | 86.97 | |
| Fund: 32007 - LIGHTING DISTRICT - ZONE B | | | | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | | | |
| | APBWEST | Check | <u>48040</u> | LANDSCAPE MAINTENANCE | 32007.83000.52200 | 539.61 | |
| | | | | | Fund 32007 Total: | 539.61 | |
| Fund: 32008 - PARKING ASSMNT DIST | | | | | | | |

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| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|--------------------------------|--------------------|--|-------------------|---------------------|
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48040</u> | LANDSCAPE MAINTENANCE | 32008.83000.52200 | 817.32 |
| Fund 32008 Total: | | | | | 817.32 |
| Fund: 37004 - LOCAL TRANSPORTATION/PROP A | | | | | |
| <u>1455</u> | FIRST TRANSIT INC | | | | |
| APBWEST | Check | <u>11254002</u> | Dial-a-Ride & Gateway Coach Transportation Ser | 37004.70000.52203 | 11,778.16 |
| Fund 37004 Total: | | | | | 11,778.16 |
| Fund: 37006 - SENIOR CENTER | | | | | |
| <u>VEN01969</u> | INLAND EMPIRE STAGES | | | | |
| APBWEST | Check | <u>48316</u> | Senior Excursions | 37006.72000.52200 | 818.00 |
| Fund 37006 Total: | | | | | 818.00 |
| Fund: 37007 - SM COMMUNITY FOUNDATION | | | | | |
| <u>VEN02740</u> | SHAFFER AWARDS | | | | |
| APBWEST | Check | <u>0002732</u> | CITY HALL LANDSCAPE - PLAQUES | 37007.83200.52209 | 766.42 |
| <u>1466</u> | UNITED SITE SERVICES OF CA INC | | | | |
| APBWEST | Check | <u>114-4301703</u> | Portable Restroom for Sierra Madre Sport Leagu | 37007.70000.52999 | 116.90 |
| Fund 37007 Total: | | | | | 883.32 |
| Fund: 38004 - ENVIRONMENTAL FUND | | | | | |
| <u>0320</u> | DANNY OSTI TREE SERVICE | | | | |
| APBWEST | Check | <u>7007</u> | TREE SERVICES | 38004.83300.52200 | 2,475.00 |
| Fund 38004 Total: | | | | | 2,475.00 |
| Fund: 38005 - GAS TAX FUND | | | | | |
| <u>1024</u> | ATHENS | | | | |
| APBWEST | Check | <u>2416609</u> | STREET SWEEPING | 38005.81201.52200 | 7,669.89 |
| Fund 38005 Total: | | | | | 7,669.89 |
| Fund: 60000 - INT SVC FND - FLEET | | | | | |
| <u>1450</u> | BUS WEST | | | | |
| APBWEST | Check | <u>BP139062</u> | PARTS REC BUS | 60000.83100.53208 | 882.63 |
| <u>0186</u> | DANIELS TIRE SERVICE | | | | |
| APBWEST | Check | <u>200292612</u> | TIRES | 60000.83100.53208 | 1,177.27 |
| | | <u>200292908</u> | TIRES | 60000.83100.53208 | 1,649.89 |
| <u>0207</u> | ERNIE'S AUTO PARTS | | | | |
| APBWEST | Check | <u>14IN240848</u> | VEHICLE MAINTENANCE SUPPLIES | 60000.83100.53208 | 28.41 |
| | | <u>14IN240923</u> | VEHICLE MAINTENANCE SUPPLIES | 60000.83100.53208 | 398.45 |
| | | <u>14IN240861</u> | VEHICLE MAINTENANCE SUPPLIES | 60000.83100.53208 | 1.64 |
| <u>VEN02750</u> | FOOTHILL TOWING | | | | |
| APBWEST | Check | <u>104019</u> | TOWING | 60000.83100.53208 | 69.00 |
| <u>1608</u> | MUNICIPAL MAINTENANCE EQUIP IN | | | | |
| APBWEST | Check | <u>0112229-IN</u> | SEWER TRUCK | 60000.83100.53208 | 418.52 |
| <u>VEN01558</u> | PAT'S TIRE SERVICE | | | | |
| APBWEST | Check | <u>35748</u> | TIRE PARTS AND SERVICES | 60000.83100.53208 | 75.00 |
| <u>0360</u> | QUINN COMPANY | | | | |
| APBWEST | Check | <u>PC810751032</u> | HEAVY EQUIPMENT PARTS | 60000.83100.53208 | 140.22 |
| Fund 60000 Total: | | | | | 4,841.03 |
| Fund: 60001 - INT SVC FND - FACILITIES MGT | | | | | |
| <u>0122</u> | ARNOLD'S FRONTIER HARDWARE | | | | |
| APBWEST | Check | <u>075021</u> | FACILITIES MAINTENANCE SUPPLIES | 60001.83200.53200 | 38.67 |
| | | <u>075072</u> | FACILITIES MAINTENANCE SUPPLIES | 60001.83200.53200 | 14.70 |
| | | <u>075116</u> | FACILITIES MAINTENANCE SUPPLIES | 60001.83200.53200 | 19.05 |
| | | <u>075019</u> | FACILITIES MAINTENANCE SUPPLIES | 60001.83200.53200 | 29.42 |
| | | <u>075129</u> | FACILITIES MAINTENANCE SUPPLIES | 60001.83200.53200 | 6.51 |
| | | <u>075138</u> | FACILITIES MAINTENANCE SUPPLIES | 60001.83200.53200 | 33.64 |
| <u>0714</u> | CINTAS CORPORATION #693 | | | | |
| APBWEST | Check | <u>693675501</u> | UNIFORM CLEANING | 60001.83200.53303 | 271.90 |
| | | <u>693673489</u> | UNIFORM CLEANING | 60001.83200.53303 | 271.90 |
| <u>1639</u> | GMS ELEVATOR SERVICES INC | | | | |
| APBWEST | Check | <u>00083989</u> | ELEVATOR MAINTENANCE | 60001.83200.52200 | 175.00 |
| <u>1334</u> | HP MECHANICAL INC. | | | | |
| APBWEST | Check | <u>1757</u> | HVAC MAINTENANCE - REC YAC | 60001.83200.52301 | 2,620.00 |

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| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--------------------------|---|-------------------------|-----------------------------------|-------------------|---------------------|
| Bank Code | Payment Type | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48040</u> | LANDSCAPE MAINTENANCE | 60001.83200.52200 | 1,129.63 |
| <u>0336</u> | POST ALARM SYSTEMS | | | | |
| APBWEST | Check | <u>894700</u> | ALARM MONITORING | 60001.83200.52200 | 42.00 |
| | | <u>886551B</u> | ALARM MONITORING | 60001.83200.52200 | 42.00 |
| | | <u>898239</u> | ALARM MONITORING | 60001.83200.52200 | 50.87 |
| | | <u>898401</u> | ALARM MONITORING | 60001.83200.52200 | 38.00 |
| | | <u>893512</u> | ALARM MONITORING | 60001.83200.52200 | 47.50 |
| | | <u>886551A</u> | POST ALARM - REC YAC | 60001.83200.52200 | 43.00 |
| | | <u>893965</u> | ALARM MONITORING | 60001.83200.52200 | 21.50 |
| | | <u>894700B</u> | POST ALARM - REC YAC | 60001.83200.52200 | 43.00 |
| <u>1485</u> | RED SUPPLY INC | | | | |
| APBWEST | Check | <u>37027</u> | PLUMBING HEATING SUPPLIES | 60001.83200.53200 | 284.42 |
| <u>VEN01910</u> | STANLEY ACCESS INC | | | | |
| APBWEST | Check | <u>0904553709</u> | FACILITY MAINTENANCE - FRONT DOOR | 60001.83200.53200 | 369.65 |
| | | <u>0904572901</u> | FACILITY MAINTENANCE - FRONT DOOR | 60001.83200.53200 | 264.00 |
| Fund 60001 Total: | | | | | 5,856.36 |
| Fund: | 60002 - INT SVC FND - ADMINISTRATION | | | | |
| <u>0820</u> | ACCONTEMPS | | | | |
| APBWEST | Check | <u>46267774</u> | Account Temp | 60002.30000.52100 | 720.00 |
| | | <u>46238511</u> | Account Temp | 60002.30000.52100 | 720.00 |
| <u>0507</u> | DIRECT CONNECTION | | | | |
| APBWEST | Check | <u>57313</u> | Envelopes | 60002.30000.53102 | 1,148.88 |
| <u>0389</u> | STAPLES CREDIT PLAN | | | | |
| APBWEST | Check | <u>INV 7004-0062916</u> | Office Supplies | 60002.30000.53100 | 164.13 |
| Fund 60002 Total: | | | | | 2,753.01 |
| Fund: | 60003 - INT SVC FND - TECHNOLOGY | | | | |
| <u>1167</u> | COMMUNITY MEDIA OF THE FOOTHILLS | | | | |
| APBWEST | Check | <u>284</u> | Production Services | 60003.30000.52100 | 2,331.01 |
| <u>VEN02829</u> | RINGCENTRAL INC | | | | |
| APBWEST | Check | <u>121639</u> | Digital Phone System | 60003.30000.55005 | 1.26 |
| | | <u>121704</u> | Digital Phone System | 60003.30000.55005 | 0.21 |
| | | <u>126324</u> | Digital Phone System | 60003.30000.55005 | 21.44 |
| | | <u>121644</u> | Digital Phone System | 60003.30000.55005 | 24.30 |
| | | <u>121637</u> | Digital Phone System | 60003.30000.55005 | 0.63 |
| | | <u>122007</u> | Digital Phone System | 60003.30000.55005 | 4,759.48 |
| | | <u>129287</u> | Digital Phone System | 60003.30000.55005 | 4,812.23 |
| | | <u>123026</u> | Digital Phone System | 60003.30000.55005 | 200.00 |
| Fund 60003 Total: | | | | | 12,150.56 |
| Fund: | 60007 - INT SVC FND - PERSONNEL AND RISK MGMT | | | | |
| <u>0842</u> | ANTOINETTE BUCKNER | | | | |
| APBWEST | Check | <u>INV018992</u> | RETIREE HEALTH INSURANCE | 60007.70100.51302 | 466.11 |
| <u>1428</u> | DAN GINTER | | | | |
| APBWEST | Check | <u>INV018993</u> | RETIREE HEALTH INSURANCE | 60007.70100.51302 | 466.11 |
| <u>1044</u> | JESSE TORIBIO | | | | |
| APBWEST | Check | <u>INV018994</u> | RETIREE HEALTH INSURANCE | 60007.70100.51302 | 233.06 |
| <u>1156</u> | JOHN FORD | | | | |
| APBWEST | Check | <u>INV018995</u> | RETIREE HEALTH INSURANCE | 60007.70100.51302 | 326.28 |
| <u>VEN01660</u> | LISA VOLPE | | | | |
| APBWEST | Check | <u>INV018996</u> | RETIREE HEALTH INSURANCE | 60007.70100.51302 | 372.89 |
| <u>1711</u> | MARIO OLANO | | | | |
| APBWEST | Check | <u>INV018997</u> | RETIREE HEALTH INSURANCE | 60007.70100.51302 | 466.11 |
| <u>0704</u> | STEPHEN ABERNETHY | | | | |
| APBWEST | Check | <u>INV018998</u> | RETIREE HEALTH INSURANCE | 60007.70100.51302 | 466.11 |
| <u>2016</u> | STEVE POCK | | | | |
| APBWEST | Check | <u>INV018999</u> | RETIREE HEALTH INSURANCE | 60007.70100.51302 | 466.11 |
| Fund 60007 Total: | | | | | 3,262.78 |
| Fund: | 71000 - WATER ENTERPRISE FUND | | | | |
| <u>1200</u> | BLUE DIAMOND MATERIALS | | | | |
| APBWEST | Check | <u>762854</u> | ASPHALT | 71000.81100.53206 | 122.58 |

P.10

| Vendor Number Bank Code | Vendor Name Payment Type | Invoice # | Invoice Description | Account Number | Distribution Amount |
|-------------------------------------|-------------------------------|---------------------|--|-------------------|---------------------|
| <u>VEN02309</u> | DANGELO CO INC | | | | |
| APBWEST | Check | <u>51280773.003</u> | DISTRIBUTION SYSTEM MAINTENANCE SUPPLIE | 71000.81100.53200 | 1,156.62 |
| | | <u>51284182.001</u> | DISTRIBUTION SYSTEM MAINTENANCE SUPPLIE | 71000.81100.53200 | 519.78 |
| <u>VEN01708</u> | EXSTREEM PEST CONTROL | | | | |
| APBWEST | Check | <u>10101</u> | PEST CONTROL - WATET DEPT | 71000.81100.52200 | 65.00 |
| <u>1488</u> | FEDEX OFFICE | | | | |
| APBWEST | Check | <u>550328424</u> | POSTAGE WATER REPORT | 71000.32000.53101 | 53.40 |
| <u>VEN01500</u> | INLAND WATER WORKS SUPPLY CO. | | | | |
| APBWEST | Check | <u>286021</u> | DISTRIBUTION SYSTEM REPAIR SUPPLIES | 71000.81100.53200 | 568.98 |
| <u>VEN01080</u> | PACIFIC COAST TOOL & SUPPLY | | | | |
| APBWEST | Check | <u>00039126</u> | TOOLS AND SUPPLIES | 71000.81100.53205 | 862.31 |
| <u>1091</u> | STETSON ENGINEERS, INC. | | | | |
| APBWEST | Check | <u>3753</u> | CONSUMER CONFIDENCE REPORT 2015 | 71000.81100.52100 | 2,053.00 |
| <u>1820</u> | TARGET MAILING SERVICES INC | | | | |
| APBWEST | Check | <u>34752</u> | Mailing Services/Water Bills | 71000.32000.53101 | 1,172.67 |
| <u>0410</u> | UNDERGROUND SERVICE ALERT | | | | |
| APBWEST | Check | <u>720160677</u> | DIG ALERT SERVICES | 71000.81100.52200 | 64.50 |
| <u>VEN02162</u> | USC FCCCHR | | | | |
| APBWEST | Check | <u>13624</u> | MEMBERSHIP WATER PURVEYOR 2016-2017 | 71000.81100.53409 | 120.00 |
| <u>0158</u> | VULCAN MATERIALS COMPANY | | | | |
| APBWEST | Check | <u>71204309</u> | ASPHALT COLD MIX | 71000.81100.53206 | 610.79 |
| <u>0335</u> | WATERLINE TECHNOLOGIES | | | | |
| APBWEST | Check | <u>5346855</u> | CHLORINE GAS CYLINDER | 71000.81100.53209 | 2,641.15 |
| <u>0426</u> | WESTERN WATER WORKS | | | | |
| APBWEST | Check | <u>424427-00</u> | DISTRIBUTION SYSTEM REPAIR | 71000.81100.53200 | 111.91 |
| Fund 71000 Total: | | | | | 10,122.69 |
| Fund: 72000 - SEWER | | | | | |
| <u>VEN02819</u> | SHOETERIA | | | | |
| APBWEST | Check | <u>102108</u> | SAFETY BOOTS | 72000.81200.53303 | 690.19 |
| Fund 72000 Total: | | | | | 690.19 |
| Fund: 77003 - SPECIAL EVENTS | | | | | |
| <u>1455</u> | FIRST TRANSIT INC | | | | |
| APBWEST | Check | <u>11254002B</u> | Dial-a-Ride & Gateway Coach Transportation Ser | 77003.79012.52999 | 143.61 |
| <u>1368</u> | SWANK MOTION PICTURES INC | | | | |
| APBWEST | Check | <u>RG2211924</u> | Movies in the Park | 77003.79012.52999 | 528.00 |
| | | <u>RG2219396</u> | Movies in the Park | 77003.79012.52999 | 578.00 |
| Fund 77003 Total: | | | | | 1,249.61 |
| Report Total: | | | | | 221,899.39 |



City of Sierra Madre, CA

Check Approval

P.11

Packet: APPKT03087 - LIB 082316 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 08/23/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|-------------------------------------|--------------|---------------------|--------------------------------|-------------------|---------------------|
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>1644</u> | AMAZON | | | | |
| APBWEST | Check | <u>043412055559</u> | LAPTOP BATTERY | 10000.90000.53100 | 22.30 |
| | | <u>088558732389</u> | ACCOUNTING JOURNAL | 10000.90000.53100 | 33.79 |
| | | <u>088557786002</u> | CLEANSING NATURAL FIBER WIPES | 10000.90000.53100 | 24.47 |
| | | <u>212705134282</u> | TONGS/TABLECLOTH/LETTER OPENER | 10000.90000.53999 | 87.21 |
| <u>1786</u> | AXONTECH LLC | | | | |
| APBWEST | Check | <u>7433</u> | COMPUTER SUPPLIES | 10000.90000.53103 | 2,483.40 |
| Fund 10000 Total: | | | | | 2,651.17 |
| Fund: 77003 - SPECIAL EVENTS | | | | | |
| <u>1644</u> | AMAZON | | | | |
| APBWEST | Check | <u>065424566694</u> | PERMANENT MAGNETS | 77003.79012.53999 | 257.50 |
| Fund 77003 Total: | | | | | 257.50 |
| Report Total: | | | | | 2,908.67 |



P.12

Packet: APPKT03088 - LIB 082316
Vendor Set: 01 - Vendor Set 01

Check Date: 08/23/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|----------------------|---------------------|---|-------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>1644</u> | AMAZON | | | | |
| APBWEST | Check | <u>168280411435</u> | Office Supplies | 10000.90000.53100 | 17.39 |
| | | <u>042613651473</u> | Office Supplies | 10000.90000.53100 | 53.02 |
| | | <u>283932918356</u> | Computer Supplies | 10000.90000.53103 | 24.33 |
| <u>0132</u> | BAKER & TAYLOR, INC. | | | | |
| APBWEST | Check | <u>4011669155</u> | Processing Fees | 10000.90000.52200 | 67.07 |
| | | <u>4011664089</u> | Processing Fees | 10000.90000.52200 | 114.85 |
| | | <u>4011669154</u> | BOOKS AND REFERENCE | 10000.90000.53406 | 1,312.31 |
| | | <u>4011664088</u> | BOOKS AND REFERENCE | 10000.90000.53406 | 2,183.48 |
| Fund 10000 Total: | | | | | 3,772.45 |
| Fund: 39002 - LIBRARY - GIFT AND MEMORIAL | | | | | |
| <u>1920</u> | MEEGAN TOSH | | | | |
| APBWEST | Check | <u>INV018991</u> | Reimburse Meegan Tosh for Library Program Exj | 39002.90000.53999 | 185.32 |
| Fund 39002 Total: | | | | | 185.32 |
| Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND | | | | | |
| <u>1644</u> | AMAZON | | | | |
| APBWEST | Check | <u>046409112720</u> | Library Programs | 39006.90000.53999 | 35.38 |
| | | <u>284843641918</u> | Library Programs | 39006.90000.53999 | 20.91 |
| | | <u>046400536299</u> | Library Programs | 39006.90000.53999 | 198.32 |
| | | <u>046407001880</u> | Library Programs | 39006.90000.53999 | 190.35 |
| <u>VEN02711</u> | AMERICAS PRINTER | | | | |
| APBWEST | Check | <u>1093174</u> | Various Printing | 39006.90000.53999 | 137.05 |
| <u>0132</u> | BAKER & TAYLOR, INC. | | | | |
| APBWEST | Check | <u>T41607150</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 8.15 |
| Fund 39006 Total: | | | | | 590.16 |
| Report Total: | | | | | 4,547.93 |

RESOLUTION NUMBER 16 - 53

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
APPROVING CERTAIN DEMANDS**

WHEREAS, the following demands have been reviewed and approved by the Finance Director; and

WHEREAS, the Finance Director has verified that appropriated funds are available for payment thereof; and

WHEREAS, the audited August 9, 2016 demands were released to vendors in accordance with City Council action item 1d on the May 24, 2016 Council meeting; and

WHEREAS, City Warrants are the payment of bills, invoices and contractual obligations incurred by the City of Sierra Madre during the period enumerated therein, based on the approved fiscal year budget and existing budgetary authority, Municipal Code authority, or prior policy direction by the City Council; and

WHEREAS, Payroll Transfer is the transfer of funds to cover the payroll costs for all City employees for the period enumerated therein.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby ratify payment of City Warrants in the aggregate amount of \$791,789.72; Sierra Madre Library Warrants in the aggregate amount of \$4,662.36 and Payroll Transfer in the aggregate amount of \$277,013.03 for the fiscal year ending June 30, 2016 and 2017.

APPROVED AND ADOPTED this 13th day of September, 2016.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 - 53 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 13th day of September, 2016 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of September 13, 2016**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre
Warrant\$791,789.72

Sierra Madre Library
Warrant\$4,662.36

Payroll #15
Transfer.....\$277,013.03

Warrant Register 8/9/16**Attachment 1A**

| Fiscal Year | Description | Amount | Page # |
|-------------|----------------------------------|------------|--------|
| FY 1516 | Manual Warrants | 15,663.53 | 1-3 |
| FY 1617 | Manual Warrants | 1,200.00 | 4 |
| FY 1617 | General Warrants - Utility Bills | 5,921.11 | 5 |
| FY 1516 | General Warrants | 677,468.08 | 6-7 |
| FY 1617 | General Warrants | 91,537.00 | 8-11 |
| | Total | 791,789.72 | |

| Fiscal Year | Description | Amount | |
|-------------|------------------------|----------|----|
| FY 1516 | Library Manual Warrant | 204.27 | 12 |
| FY 1617 | Library Manual Warrant | 255.00 | 13 |
| FY 1516 | Library Warrants | 1,444.91 | 14 |
| FY 1617 | Library Warrants | 2,758.18 | 15 |
| | Total | 4,662.36 | |

| | | | |
|--------------------|---|------------|--|
| Date: 7/28/2016 | Payroll #15 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct. | 277,013.03 | |
|--------------------|---|------------|--|



City of Sierra Madre, CA

Check Approval

P.1

Packet: APPKT03047 - MAN 7/27/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 07/27/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--|---------------------------|--------------------|-----------------------------------|--------------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 60002 - INT SVC FND - ADMINISTRATION | | | | | |
| <u>1834</u> | BICKMORE & ASSOCIATES INC | | | | |
| APBWEST | Check | <u>BRS-0013759</u> | OPEB ACTUARIAL VALUATION SERVICES | 60002.30000.52100 | 6,700.00 |
| | | | | Fund 60002 Total: | 6,700.00 |
| | | | | Report Total: | 6,700.00 |



City of Sierra Madre, CA

Check Approval

P.2

Packet: APPKT03050 - MAN 07/28/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 07/28/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|----------------------|--------------------|---------------------|-------------------|---------------------|
| Fund: 60002 - INT SVC FND - ADMINISTRATION | | | | | |
| <u>1659</u> | TOTALFUNDS BY HASLER | | | | |
| APBWEST | Check | 7900011002367830-C | Postage Refill | 60002.30000.53101 | 953.09 |
| Fund 60002 Total: | | | | | <u>953.09</u> |
| Report Total: | | | | | <u>953.09</u> |



P.3

Packet: APPKT03074 - MAN 07/13/16
Vendor Set: 01 - Vendor Set 01

Check Date: 07/13/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--|-----------------|------------------|---------------------------------|--------------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>0823</u> | BANK OF AMERICA | | | | |
| AP EFT WEST | Bank Draft | <u>INV018883</u> | LG/Badge Repairs | 10000.50000.53303 | 594.00 |
| | | <u>CM0000312</u> | JO/Credit Memo | 10000.50000.53999 | -389.00 |
| | | <u>INV018884</u> | SH/Repair Hose Cover | 10000.61000.52302 | 134.00 |
| | | <u>INV018886</u> | SH/Lock Out Kit | 10000.61000.53300 | 227.20 |
| | | <u>INV018888</u> | SH/Light Sticks | 10000.61000.53300 | 134.99 |
| | | <u>INV018885</u> | SH/FD Living Quarters Supplies | 10000.61000.53999 | 231.02 |
| | | <u>INV018887</u> | SH/Propan | 10000.61000.53999 | 45.30 |
| | | <u>INV018901</u> | EC/Recreation Leader T-Shirts | 10000.70000.53303 | 83.27 |
| | | | | 10000.70000.53999 | 163.93 |
| | | <u>INV018898</u> | EC/Library Supplies | 10000.90000.53100 | 274.81 |
| | | <u>INV018897</u> | EC/Bilingual Books | 10000.90000.53406 | 1,715.99 |
| | | <u>INV018902</u> | EC/Library Books | 10000.90000.53406 | 1,490.00 |
| | | <u>INV018899</u> | EC/Library Blinds | 10000.90000.53999 | 553.46 |
| | | | | Fund 10000 Total: | 5,258.97 |
| Fund: 35004 - PUB SAFETY AUGMENTATION FUND | | | | | |
| <u>0823</u> | BANK OF AMERICA | | | | |
| AP EFT WEST | Bank Draft | <u>INV018890</u> | JO/Mental Health Training Meals | 35004.00000.46999 | 416.93 |
| | | | | Fund 35004 Total: | 416.93 |
| Fund: 60000 - INT SVC FND - FLEET | | | | | |
| <u>0823</u> | BANK OF AMERICA | | | | |
| AP EFT WEST | Bank Draft | <u>INV018880</u> | CC/Auto Parts | 60000.83100.53208 | 37.61 |
| | | <u>INV018882</u> | CC/Fuel for PD Vehicles | 60000.83100.55001 | 84.73 |
| | | | | Fund 60000 Total: | 122.34 |
| Fund: 60001 - INT SVC FND - FACILITIES MGT | | | | | |
| <u>0823</u> | BANK OF AMERICA | | | | |
| AP EFT WEST | Bank Draft | <u>INV018881</u> | CC/CMC Pressure Washers | 60001.83200.53205 | 94.93 |
| | | | | Fund 60001 Total: | 94.93 |
| Fund: 60002 - INT SVC FND - ADMINISTRATION | | | | | |
| <u>0823</u> | BANK OF AMERICA | | | | |
| AP EFT WEST | Bank Draft | <u>INV018889</u> | MM/GFOA Conference | 60002.30000.53402 | 1,013.54 |
| | | <u>INV018879</u> | EA/LCC LA Division Meeting | 60002.30000.53402 | 40.00 |
| | | | | Fund 60002 Total: | 1,053.54 |
| Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT | | | | | |
| <u>0823</u> | BANK OF AMERICA | | | | |
| AP EFT WEST | Bank Draft | <u>INV018894</u> | EC/Job Posting | 60007.70101.52206 | 299.00 |
| | | <u>INV018895</u> | EC/Job Posting | 60007.70101.52206 | 75.00 |
| | | <u>INV018893</u> | EC/Lunch with New Lib Director | 60007.70101.53999 | 30.05 |
| | | | | Fund 60007 Total: | 404.05 |
| Fund: 77003 - SPECIAL EVENTS | | | | | |
| <u>0823</u> | BANK OF AMERICA | | | | |
| AP EFT WEST | Bank Draft | <u>INV018896</u> | EC/MWTR Award Ribbon | 77003.79007.52999 | 187.23 |
| | | <u>INV018900</u> | EC/MWTR Awards | 77003.79007.52999 | 231.77 |
| | | <u>INV018891</u> | EC/MWTR Award | 77003.79007.52999 | 145.00 |
| | | <u>INV018892</u> | EC/MWTR Sponsor's Banners | 77003.79007.52999 | 95.68 |
| | | | | Fund 77003 Total: | 659.68 |
| | | | | Report Total: | 8,010.44 |



City of Sierra Madre, CA

Check Approval

P.4

Packet: APPKT03051 - MAN 07/28/16 FY1617
Vendor Set: 01 - Vendor Set 01

Check Date: 07/28/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|-------------------------------------|-------------|------------------|-------------------------------------|--------------------------|---------------------|
| Fund: 77003 - SPECIAL EVENTS | | | | | |
| <u>VEN02181</u> | RON TOWLES | | | | |
| APBWEST | Check | <u>INV018864</u> | Concert in the Park - July 31, 2016 | 77003.79002.52999 | 1,200.00 |
| | | | | Fund 77003 Total: | <u>1,200.00</u> |
| | | | | Report Total: | <u>1,200.00</u> |



P.5

Packet: APPKT03055 - UTILITY 08/09/16

Check Date: 08/04/2016

Vendor Set: 01 - Vendor Set 01

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|------------------------------|---------------------------|--------------------------------------|--------------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 60001 - INT SVC FND - FACILITIES MGT | | | | | |
| <u>0641</u> | AT&T | | | | |
| APBWEST | Check | <u>62691178140662-07</u> | TELECOM DIV 911 PRGM | 60001.83200.55005 | 345.25 |
| <u>0129</u> | AT&T | | | | |
| APBWEST | Check | <u>81824637835914-07</u> | TELECOM DIV 911 PRGM | 60001.83200.55005 | 130.52 |
| | | <u>81829102416611-07</u> | TELECOM DIV 911 PRGM | 60001.83200.55005 | 148.15 |
| <u>VENO2792</u> | FRONTIER CALIFORNIA INC | | | | |
| APBWEST | Check | <u>31000157630511995</u> | Sheriffs Network & Live Scan Machine | 60001.83200.55005 | 272.84 |
| | | <u>31016998450619065</u> | PHONE SVC | 60001.83200.55005 | 85.99 |
| | | <u>20915157430511995</u> | PHONE SVC | 60001.83200.55005 | 244.15 |
| <u>1749</u> | PACIFIC TELEMAGEMENT SERVICE | | | | |
| APBWEST | Check | <u>851389</u> | PAY PHONE/PD | 60001.83200.55005 | 82.64 |
| <u>0835</u> | SPRINT | | | | |
| APBWEST | Check | <u>922935083-072416</u> | LONG DISTANCE PHONE SVC | 60001.83200.55005 | 73.15 |
| | | <u>922935083-062416</u> | LONG DISTANCE PHONE SVC | 60001.83200.55005 | 159.22 |
| <u>0942</u> | TELEPACIFIC COMMUNICATIONS | | | | |
| APBWEST | Check | <u>80751885-0</u> | PHONE SVC | 60001.83200.55005 | 4,037.70 |
| | | | | Fund 60001 Total: | 5,579.61 |
| Fund: 60003 - INT SVC FND - TECHNOLOGY | | | | | |
| <u>1439</u> | TIME WARNER CABLE | | | | |
| APBWEST | Check | <u>8448300220027467-C</u> | CABLE SVC | 60003.30000.52200 | 55.25 |
| | | <u>8448300220137019-C</u> | CABLE SVC | 60003.30000.52200 | 151.26 |
| <u>VENO2100</u> | TIME WARNER CABLE-BROADBAND | | | | |
| APBWEST | Check | <u>040107401-070116</u> | Broadband HSD Svc | 60003.30000.52200 | 134.99 |
| | | | | Fund 60003 Total: | 341.50 |
| | | | | Report Total: | 5,921.11 |



P.6

Packet: APPKT03061 - GEN 08/09/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 08/09/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--|-----------------------------------|-----------------------|---|--------------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>0913</u> | IRWINDALE INDUSTRIAL CLINIC | | | | |
| APBWEST | Check | <u>2130-675836</u> | PRE-EMPLOYMENT EXAM | 10000.50000.52106 | 1,090.07 |
| | | | | 10000.61000.52106 | 129.94 |
| <u>VEN01374</u> | MARI GLAZE | | | | |
| APBWEST | Check | <u>24820631714311</u> | Refund/Library Lost & Found Materials | 10000.90000.53406 | 23.00 |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>47818</u> | LANDSCAPE MAINTENANCE/6-16 | 10000.83300.52200 | 9,883.00 |
| <u>0307</u> | MYERS-STEVENSON & CO. INC. | | | | |
| APBWEST | Check | <u>1210796</u> | CSFA INS | 10000.61000.51205 | 225.00 |
| <u>VEN01608</u> | PHOENIX GROUP INFORMATION SYSTEMS | | | | |
| APBWEST | Check | <u>062016200</u> | PARKING CITATION SVCS /6-16 | 10000.50000.52200 | 1,487.14 |
| <u>VEN02444</u> | SUPERIOR COURT OF CA, CO OF L. A. | | | | |
| APBWEST | Check | <u>INV018868</u> | COURT FEES/PARKING REV DISTRIBUTION/6-16 | 10000.50000.52200 | 1,502.50 |
| | | | | Fund 10000 Total: | 14,340.65 |
| Fund: 34001 - DEVELOPMENT FEES | | | | | |
| <u>1065</u> | MAIL BOX & POSTAL | | | | |
| APBWEST | Check | <u>233685</u> | OFFICE SUPPLIES/RUBBER STAMP | 34001.40000.53100 | 37.06 |
| <u>0425</u> | WILLDAN ASSOCIATES | | | | |
| APBWEST | Check | <u>010-30241</u> | Impact Fee Update | 34001.40000.52100 | 2,100.00 |
| | | | | Fund 34001 Total: | 2,137.06 |
| Fund: 36001 - EMERGENCY MEDICAL SERVICES | | | | | |
| <u>0109</u> | AIRGAS USA | | | | |
| APBWEST | Check | <u>9937593751</u> | MEDICAL OXYGEN | 36001.64000.53300 | 400.50 |
| | | | | Fund 36001 Total: | 400.50 |
| Fund: 37004 - LOCAL TRANSPORTATION/PROP A | | | | | |
| <u>1717</u> | LACMTA | | | | |
| APBWEST | Check | <u>800064355</u> | TAP CARDS/SENIORS & DISABLES/6-16 | 37004.70000.52001 | 324.00 |
| | | | | Fund 37004 Total: | 324.00 |
| Fund: 37006 - SENIOR CENTER | | | | | |
| <u>1717</u> | LACMTA | | | | |
| APBWEST | Check | <u>800064355</u> | TAP CARDS/SENIORS & DISABLES/6-16 | 37006.72000.52999 | 96.00 |
| | | | | Fund 37006 Total: | 96.00 |
| Fund: 37007 - SM COMMUNITY FOUNDATION | | | | | |
| <u>1466</u> | UNITED SITE SERVICES OF CA INC | | | | |
| APBWEST | Check | <u>114-4117791</u> | Portable Restroom for Sierra Madre Sports Leagi | 37007.70000.52999 | 116.90 |
| | | | | Fund 37007 Total: | 116.90 |
| Fund: 38004 - ENVIRONMENTAL FUND | | | | | |
| <u>0574</u> | WEST COAST ARBORISTS, INC. | | | | |
| APBWEST | Check | <u>115462</u> | ANNUAL TREE MAINTENANCE/5.6.16 | 38004.83300.52200 | 1,440.00 |
| | | <u>115461</u> | ANNUAL TREE MAINTENANCE/4.9.16-5.5.16 | 38004.83300.52200 | 5,400.00 |
| | | | | Fund 38004 Total: | 6,840.00 |
| Fund: 60000 - INT SVC FND - FLEET | | | | | |
| <u>0899</u> | GOLDENWEST LUBRICANTS, INC. | | | | |
| APBWEST | Check | <u>INV000329787</u> | OIL AND CITY FLEET | 60000.83100.53208 | 208.15 |
| | | | | Fund 60000 Total: | 208.15 |
| Fund: 60003 - INT SVC FND - TECHNOLOGY | | | | | |
| <u>1786</u> | AXONTECH LLC | | | | |
| APBWEST | Check | <u>7479</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 1,596.62 |
| | | <u>7468</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 3,387.96 |
| | | <u>7463</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 577.87 |

P.7

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|-----------------|--|--------------------|--|-------------------|---------------------|
| APBWEST | Check | <u>7476</u> | INK CARTRIDGES | 60003.30000.53103 | 945.45 |
| | | <u>7474</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 188.27 |
| | | <u>7481</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 2,049.84 |
| | | <u>7467</u> | COUNCIL CHAMBER VIDEO UPGRADE SUPPLIES | 60003.30000.53103 | 245.25 |
| | | <u>7473</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 18.31 |
| | | <u>7456</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 1,209.00 |
| | | <u>7475</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 135.55 |
| | | <u>7466</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 2,781.68 |
| | | <u>7461</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 1,767.00 |
| | | <u>7464</u> | COMPUTER SUPPLIES | 60003.30000.53103 | 2,781.68 |
| <u>VENO2677</u> | CLIENTFIRST CONSULTING GROUP INC | | | | |
| APBWEST | Check | <u>6619</u> | IT Master Plan | 60003.30000.52200 | 1,543.50 |
| <u>1167</u> | COMMUNITY MEDIA OF THE FOOTHILLS | | | | |
| APBWEST | Check | <u>278</u> | SMTV Production Services/5-16 | 60003.30000.52100 | 2,331.01 |
| | | <u>282</u> | SMTV Production Services/6-16 | 60003.30000.52100 | 2,331.01 |
| | | | Fund 60003 Total: | | 23,890.00 |
| Fund: | 60007 - INT SVC FND - PERSONNEL AND RISK MGMT | | | | |
| <u>0913</u> | IRWINDALE INDUSTRIAL CLINIC | | | | |
| APBWEST | Check | <u>2130-675836</u> | PRE-EMPLOYMENT EXAM | 60007.70100.52100 | 129.94 |
| | | | | 60007.70101.52106 | 475.05 |
| <u>0277</u> | LIEBERT CASSIDY WHITMORE | | | | |
| APBWEST | Check | <u>INV018877</u> | LEGAL SVC/6-16 | 60007.70100.52201 | 679.70 |
| | | | Fund 60007 Total: | | 1,284.69 |
| Fund: | 71000 - WATER ENTERPRISE FUND | | | | |
| <u>0171</u> | CLINICAL LABORATORY OF SAN BERNARDINO, INC. | | | | |
| APBWEST | Check | <u>951086</u> | WATER TREATMENT TESTING MONTHLY/6-16 | 71000.81100.52200 | 3,308.00 |
| <u>VENO2734</u> | J. DE SIGIO CONSTRUCTION | | | | |
| APBWEST | Check | <u>966-1578 R</u> | SKYLAND/IDLE HOUR WATER MAIN REPLACEME | 71000.81100.56011 | 15,886.76 |
| <u>0797</u> | SAN GAB VALLEY MUNICIPAL WATER DISTRICT | | | | |
| APBWEST | Check | <u>INV018874</u> | MWD Sierra Madre Connection/2015 | 71000.00000.21007 | 607,840.00 |
| | | | Fund 71000 Total: | | 627,034.76 |
| Fund: | 77003 - SPECIAL EVENTS | | | | |
| <u>VENO2850</u> | CLARISSA CASSARA | | | | |
| APBWEST | Check | <u>INV018875</u> | REIM/MWTR SUPPLIES PURCHASING | 77003.79007.53999 | 232.96 |
| <u>VENO2851</u> | HEIDI HARTMAN | | | | |
| APBWEST | Check | <u>INV018876</u> | REIM/MWTR SOUVENIRS | 77003.79007.53999 | 562.41 |
| | | | Fund 77003 Total: | | 795.37 |
| | | | Report Total: | | 677,468.08 |



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Packet: APPKT03063 - GEN 08/09/16 FY1617
Vendor Set: 02 - Vendor Set 02

Check Date: 08/09/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|-----------------------------------|------------------------------------|--|--|--|-----------------------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>VENO2845</u> | 8981 INC | | | | |
| APBWEST | Check | <u>INV018865</u> | REFUND - WASTE MANAGEMENT BOND | 10000.00000.48999 | 690.00 |
| <u>VENO2257</u> | ATLAS BUSINESS SOLUTIONS INC | | | | |
| APBWEST | Check | <u>IVC093823</u> | Scheduling software subscription | 10000.50000.52200 | 1,050.60 |
| <u>VENO2834</u> | BELL POLICE DEPARTMENT | | | | |
| APBWEST | Check | <u>INV018867</u> | Bell Police Explorers for 4th of July | 10000.50000.53300 | 250.00 |
| <u>1200</u> | BLUE DIAMOND MATERIALS | | | | |
| APBWEST | Check | <u>740649</u> | ASPHALT | 10000.83500.53206 | 101.84 |
| <u>VENO2849</u> | C.A.T. SPECIALITIES INC | | | | |
| APBWEST | Check | <u>29184</u> | Volunteer cloth badge (black/grey) | 10000.50000.53303 | 327.00 |
| <u>0795</u> | CITY OF GLENDALE | | | | |
| APBWEST | Check | <u>GLN0000006869</u> | VERDUGO COMMUNICATIONS FEE | 10000.61000.52100 10000.64000.52100 | 6,445.90 25,783.60 |
| <u>VENO2848</u> | CPCA | | | | |
| APBWEST | Check | <u>65</u> <u>2857</u> | Annual membership dues/Chief Giannone Annual associate membership dues/ captian orti | 10000.50000.53409 10000.50000.53409 | 331.00 145.00 |
| <u>VENO2846</u> | CWE | | | | |
| APBWEST | Check | <u>16187</u> | STORM WATER COMPLIANCE | 10000.81201.52001 | 858.34 |
| <u>0185</u> | D. F. POLYGRAPH | | | | |
| APBWEST | Check | <u>2016/8</u> | New employee ploygraph exam | 10000.50000.52100 | 900.00 |
| <u>VENO2842</u> | EVERBRIDGE INC | | | | |
| APBWEST | Check | <u>M29894</u> | Overnight courier service | 10000.50000.52200 | 3,079.70 |
| <u>VENO1613</u> | GANAHL LUMBER COMPANY | | | | |
| APBWEST | Check | <u>R685439</u> <u>R687952</u> <u>R693921</u> | LUMBER AND HARDWARE LUMBER AND HARDWARE LUMBER AND HARDWARE | 10000.83500.53206 10000.83500.53206 10000.83500.53206 | 56.39 7.07 39.20 |
| <u>1510</u> | GARVEY EQUIPMENT CO. | | | | |
| APBWEST | Check | <u>94592</u> <u>94735</u> | EQUIPMENT MAINTENACE EQUIPMENT MAINTENACE/CHOP SAW | 10000.83300.53202 10000.83300.53202 | 10.85 72.65 |
| <u>VENO2088</u> | JCL TRAFFIC SUPPLIES AND EQUIPMENT | | | | |
| APBWEST | Check | <u>86671</u> | STREET MAINTENANCE SUPPLIES | 10000.83500.53206 | 773.62 |
| <u>0397</u> | KEVORK TCHARKHOUTIAN | | | | |
| APBWEST | Check | <u>16-801</u> <u>16-208</u> | RETAINER/7-16 CITY ENGINEER SERVICES PLAN CHECK/7-16 | 10000.82000.52100 10000.82000.52100 | 800.00 1,740.00 |
| <u>VENO1551</u> | LACPCA | | | | |
| APBWEST | Check | <u>INV018866</u> | LACPCA Planning Workshop Registration | 10000.50000.53402 | 200.00 |
| <u>0515</u> | LANDSCAPE WAREHOUSE | | | | |
| APBWEST | Check | <u>2494431</u> <u>2494303</u> <u>2495182</u> | IRRIGATION AND PARK SUPPLIES IRRIGATION AND PARK SUPPLIES IRRIGATION AND PARK SUPPLIES | 10000.83300.53001 10000.83300.53001 10000.83300.53001 | 57.94 216.01 278.24 |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48105</u> | LANDSCAPE MAINTENANCE/WEEED ABATEMENT | 10000.81201.52200 10000.83300.52200 | 8.50 272.39 |
| <u>VENO2844</u> | MIRNA ARTEAGA | | | | |
| APBWEST | Check | <u>2003443.001</u> | Refund / Security Deposit | 10000.00000.23200 | 1,034.00 |
| <u>0786</u> | OFFICE DEPOT, INC | | | | |
| APBWEST | Check | <u>850480403001</u> <u>850542518001</u> <u>850542168001</u> <u>850478906001</u> | Office supplies/PD Office supplies/PD Office supplies/PD Office supplies/PD | 10000.50000.53100 10000.50000.53100 10000.50000.53100 10000.50000.53100 | 13.18 7.71 118.80 162.98 |
| <u>0680</u> | POSTMASTER | | | | |
| APBWEST | Check | <u>INV018871</u> | Postage for the Wistaria Newsletter | 10000.70000.53101 | 938.63 |
| <u>1032</u> | PUNENTE READY MIX, INC. | | | | |

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| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--------------------------|--|-----------------------|--|-------------------|---------------------|
| APBWEST | Check | <u>82365</u> | READY MIX - SIDEWALK PARTNERSHIP | 10000.83600.53211 | 768.45 |
| <u>VENO2718</u> | ROADLINE PRODUCTS INC | | | | |
| APBWEST | Check | <u>12535</u> | STREET MAINTENANCE MATERIAL | 10000.83500.53206 | 321.61 |
| <u>1443</u> | SHRED-IT | | | | |
| APBWEST | Check | <u>9411570847</u> | Document shredding services/7-16 | 10000.50000.52200 | 201.57 |
| <u>VENO2014</u> | SUSAN SAXE CLIFFORD, Ph.D. APC. | | | | |
| APBWEST | Check | <u>16-0719-2</u> | Psychological Evaluation | 10000.50000.52100 | 450.00 |
| | | <u>16-0714-1</u> | Psychological Evaluation | 10000.50000.52100 | 450.00 |
| | | <u>16-0725-2</u> | Psychological Evaluation | 10000.50000.52100 | 450.00 |
| <u>VENO2018</u> | SUZETTE OTLEWIS | | | | |
| APBWEST | Check | <u>INV018870</u> | CE/QI SERVICES/7-16 | 10000.64000.52205 | 500.00 |
| <u>0404</u> | TOM'S UNIFORMS | | | | |
| APBWEST | Check | <u>4520</u> | Uniforms | 10000.50000.53303 | 367.11 |
| | | <u>4519</u> | Uniforms | 10000.50000.53303 | 629.76 |
| | | <u>6543</u> | Uniforms | 10000.50000.53303 | 9.81 |
| | | <u>4502</u> | Uniforms | 10000.50000.53303 | 75.21 |
| | | <u>4518</u> | Uniforms | 10000.50000.53303 | 729.21 |
| | | <u>4517</u> | Uniforms | 10000.50000.53303 | 864.37 |
| <u>VENO1208</u> | VERSATILE INFORMATION PRODUCTS, INC | | | | |
| APBWEST | Check | <u>080116073117-2</u> | PUMA Lite management Application Software | 10000.50000.53305 | 1,050.00 |
| Fund 10000 Total: | | | | | 53,638.24 |
| Fund: | 32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMNT DIST | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48105</u> | LANDSCAPE MAINTENANCE/WEED ABATEMENT 32002.83000.52200 | | 22.42 |
| Fund 32002 Total: | | | | | 22.42 |
| Fund: | 32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48105</u> | LANDSCAPE MAINTENANCE/WEED ABATEMENT 32005.83000.52200 | | 20.98 |
| | | | 32005.83500.52200 | | 30.72 |
| Fund 32005 Total: | | | | | 51.70 |
| Fund: | 32006 - LIGHTING DISTRICT - ZONE A | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48105</u> | LANDSCAPE MAINTENANCE/WEED ABATEMENT 32006.83000.52200 | | 4.22 |
| Fund 32006 Total: | | | | | 4.22 |
| Fund: | 32007 - LIGHTING DISTRICT - ZONE B | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48105</u> | LANDSCAPE MAINTENANCE/WEED ABATEMENT 32007.83000.52200 | | 26.21 |
| Fund 32007 Total: | | | | | 26.21 |
| Fund: | 32008 - PARKING ASSMNT DIST | | | | |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48105</u> | LANDSCAPE MAINTENANCE/WEED ABATEMENT 32008.83000.52200 | | 39.70 |
| Fund 32008 Total: | | | | | 39.70 |
| Fund: | 34001 - DEVELOPMENT FEES | | | | |
| <u>1489</u> | MAK FIRE PROTECTION ENGINEERING & CONSULTING | | | | |
| APBWEST | Check | <u>INV018878</u> | Fire protection plan check | 34001.00000.47012 | 170.00 |
| Fund 34001 Total: | | | | | 170.00 |
| Fund: | 37007 - SM COMMUNITY FOUNDATION | | | | |
| <u>1466</u> | UNITED SITE SERVICES OF CA INC | | | | |
| APBWEST | Check | <u>114-4228222</u> | Portable Restroom for Sierra Madre Sport Leagu 37007.70000.52999 | | 116.90 |
| Fund 37007 Total: | | | | | 116.90 |
| Fund: | 60000 - INT SVC FND - FLEET | | | | |
| <u>0125</u> | ARROW AUTOMOTIVE SERVICE | | | | |
| APBWEST | Check | <u>1038096</u> | VEHICLE MAINTENANCE/#5103 | 60000.83100.53208 | 1,188.65 |
| <u>0741</u> | BEAR FRAME & WHEEL #3 | | | | |
| APBWEST | Check | <u>67924</u> | VEHICLE MAINTENANCE/#5103 | 60000.83100.53208 | 665.42 |
| | | <u>67822</u> | VEHICLE MAINTENANCE/#5100 | 60000.83100.53208 | 44.00 |
| <u>0207</u> | ERNIE'S AUTO PARTS | | | | |
| APBWEST | Check | <u>14CR039351</u> | CREDIT MEMO | 60000.83100.53208 | -42.34 |

Vendor Set: 01 - Vendor Set 01

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| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--------------------------|--------------------------------------|------------------------|---------------------------------------|-------------------|---------------------|
| APBWEST | Check | <u>14IN240411</u> | VEHICLE MAINTENANCE SUPPLIES/#5100 | 60000.83100.53208 | 21.17 |
| | | <u>14IN240021</u> | VEHICLE MAINTENANCE SUPPLIES/#5101 | 60000.83100.53208 | 5.60 |
| | | <u>14IN239651</u> | VEHICLE MAINTENANCE SUPPLIES/#5117 | 60000.83100.53208 | 31.01 |
| | | <u>14IN240396</u> | VEHICLE MAINTENANCE SUPPLIES/#5119 | 60000.83100.53208 | 18.33 |
| | | <u>14IN240090</u> | VEHICLE MAINTENANCE SUPPLIES/#5100 | 60000.83100.53208 | 42.34 |
| | | <u>14IN239897</u> | VEHICLE MAINTENANCE SUPPLIES/PD#2090 | 60000.83100.53208 | 21.67 |
| | | <u>14CR039275</u> | CREDIT MEMO | 60000.83100.53208 | -21.80 |
| | | <u>14IN239962</u> | VEHICLE MAINTENANCE SUPPLIES/#5118 | 60000.83100.53208 | 45.04 |
| <u>0899</u> | GOLDENWEST LUBRICANTS, INC. | | | | |
| APBWEST | Check | <u>INV000334701</u> | OIL AND TRANS FLUID | 60000.83100.53208 | 1,431.37 |
| <u>0243</u> | HOSE MAN | | | | |
| APBWEST | Check | <u>2314830-0001-02</u> | FLEET MAINTENANCE | 60000.83100.53208 | 172.61 |
| | | <u>2315541-0001-02</u> | FLEET MAINTENANCE | 60000.83100.53208 | 155.22 |
| <u>0937</u> | INTERSTATE BATTERY SYSTEM OF | | | | |
| APBWEST | Check | <u>50130379</u> | CAR BATTERIES/PD#2092 | 60000.83100.53208 | 121.29 |
| <u>1790</u> | MD HYDRAULICS INC | | | | |
| APBWEST | Check | <u>26135</u> | FLEET REPAIR | 60000.83100.53208 | 650.00 |
| <u>1608</u> | MUNICIPAL MAINTENANCE EQUIP IN | | | | |
| APBWEST | Check | <u>0111657-IN</u> | SEWER TRUCK/#5134 | 60000.83100.53208 | 53.10 |
| <u>VEN02634</u> | P. F. SERVICES INC | | | | |
| APBWEST | Check | <u>12659</u> | CNG PUMP MAINTENANCE | 60000.83100.55001 | 380.42 |
| | | <u>12665</u> | CNG PUMP MAINTENANCE | 60000.83100.55001 | 431.25 |
| <u>0321</u> | PARKHOUSE TIRE, INC. | | | | |
| APBWEST | Check | <u>1010514013</u> | TIRES AND LABOR/#5103 #211 | 60000.83100.53208 | 778.67 |
| Fund 60000 Total: | | | | | 6,193.02 |
| Fund: | 60001 - INT SVC FND - FACILITIES MGT | | | | |
| <u>0714</u> | CINTAS CORPORATION #693 | | | | |
| APBWEST | Check | <u>693669522</u> | UNIFORM CLEANING | 60001.83200.53303 | 271.90 |
| | | <u>693671510</u> | UNIFORM CLEANING | 60001.83200.53303 | 274.40 |
| | | <u>693667551</u> | UNIFORM CLEANING | 60001.83200.53303 | 271.90 |
| | | <u>693665553</u> | UNIFORM CLEANING | 60001.83200.53303 | 271.90 |
| <u>0169</u> | CITY WHOLESALE ELECTRIC CO. | | | | |
| APBWEST | Check | <u>217867</u> | ELECTRICAL SUPPLIES / FACILITY | 60001.83200.53200 | 71.24 |
| | | <u>217886</u> | ELECTRICAL SUPPLIES / FACILITY | 60001.83200.53200 | 60.66 |
| <u>1181</u> | DELTA DISTRIBUTING | | | | |
| APBWEST | Check | <u>135661</u> | JANITORIAL SUPPLIES | 60001.83200.53200 | 713.08 |
| <u>0551</u> | FOOTHILL LOCK & KEY | | | | |
| APBWEST | Check | <u>39928</u> | LOCK AND DOOR SERVICES/CH | 60001.83200.52200 | 120.00 |
| <u>0833</u> | HOME DEPOT | | | | |
| APBWEST | Check | <u>3101844</u> | FACILITIES MAINT SUPPLIES | 60001.83200.52303 | 94.54 |
| | | <u>2562319</u> | SMALL TOOLS | 60001.83200.53205 | 661.71 |
| <u>1724</u> | LAWRENCE ROLL-UP DOORS INC | | | | |
| APBWEST | Check | <u>1611580</u> | FD ROLL UP DOOR MAINTENANCE | 60001.83200.53200 | 244.00 |
| <u>1690</u> | MERCHANTS LANDSCAPE SVC INC | | | | |
| APBWEST | Check | <u>48105</u> | LANDSCAPE MAINTENANCE/WEED ABATEMENT | 60001.83200.52200 | 54.86 |
| <u>0336</u> | POST ALARM SYSTEMS | | | | |
| APBWEST | Check | <u>885810</u> | ALARM MONITORING/CH/8-16 | 60001.83200.52200 | 21.50 |
| | | <u>890200</u> | ALARM MONITORING/PD/8-16 | 60001.83200.52200 | 38.00 |
| | | <u>885332</u> | ALARM MONITORING/RICHARDSON HOUSE/8-1 | 60001.83200.52200 | 47.50 |
| <u>0399</u> | TELETRONIC ALARM SYSTEMS | | | | |
| APBWEST | Check | <u>B6426026/08-16</u> | ALARM SVC - LIBRARY | 60001.83200.52200 | 60.00 |
| <u>1373</u> | UNITED MAINTENANCE SYSTEMS | | | | |
| APBWEST | Check | <u>13413</u> | JANITORIAL SERVICES/7-16 | 60001.83200.52200 | 3,305.64 |
| Fund 60001 Total: | | | | | 6,582.83 |
| Fund: | 60002 - INT SVC FND - ADMINISTRATION | | | | |
| <u>0814</u> | HDL, COREN & CONE | | | | |
| APBWEST | Check | <u>0022815-IN</u> | Prof Svc/Property Tax Consultants | 60002.30000.52100 | 1,980.00 |
| <u>1799</u> | TYLER TECHNOLOGIES INC | | | | |
| APBWEST | Check | <u>025-159649</u> | DDRS Annual maintenance | 60002.30000.52200 | 5,000.00 |
| Fund 60002 Total: | | | | | 6,980.00 |

Vendor Set: 01 - Vendor Set 01

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| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|--|---------------------|---|-------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 60003 - INT SVC FND - TECHNOLOGY | | | | | |
| <u>1808</u> | TIMECLOCK PLUS | | | | |
| APBWEST | Check | <u>394361</u> | System Support 2016/2017 | 60003.30000.52200 | 5,976.48 |
| Fund 60003 Total: | | | | | 5,976.48 |
| Fund: 71000 - WATER ENTERPRISE FUND | | | | | |
| <u>1200</u> | BLUE DIAMOND MATERIALS | | | | |
| APBWEST | Check | <u>740649</u> | ASPHALT | 71000.81100.53206 | 108.62 |
| <u>VEN02309</u> | DANGELO CO INC | | | | |
| APBWEST | Check | <u>51280773.002</u> | DISTRIBUTION SYSTEM MAINTENANCE SUPPLIE | 71000.81100.53200 | 1,662.40 |
| <u>VEN02229</u> | DEPT OF PUBLIC HEALTH/ENVIRONMENTAL HEALTH | | | | |
| APBWEST | Check | <u>IN0323694</u> | ENVIRONMENTAL HEALTH PERMITS 16-17 | 71000.81100.52401 | 1,081.00 |
| <u>0833</u> | HOME DEPOT | | | | |
| APBWEST | Check | <u>7102772</u> | SMALL TOOLS | 71000.81100.53205 | 117.62 |
| <u>VEN01500</u> | INLAND WATER WORKS SUPPLY CO. | | | | |
| APBWEST | Check | <u>285649</u> | DISTRIBUTION SYSTEM REPAIR SUPPLIES | 71000.81100.53200 | 340.08 |
| | | <u>285311</u> | DISTRIBUTION SYSTEM REPAIR SUPPLIES | 71000.81100.53200 | 1,242.60 |
| | | <u>285650</u> | DISTRIBUTION SYSTEM REPAIR SUPPLIES | 71000.81100.53200 | 187.21 |
| <u>VEN01529</u> | METRON-FARNIER LLC | | | | |
| APBWEST | Check | <u>22730</u> | WATER METERS | 71000.81100.56011 | 1,139.92 |
| <u>0382</u> | SOUTH COAST A Q M D | | | | |
| APBWEST | Check | <u>2985880</u> | ANNUAL OPERATING/EMISSIONS FEE - 155 E MI | 71000.81100.52401 | 124.35 |
| | | <u>2984866</u> | ANNUAL OPERATING/EMISSIONS FEE - 155 E MI | 71000.81100.52401 | 354.86 |
| <u>1820</u> | TARGET MAILING SERVICES INC | | | | |
| APBWEST | Check | <u>34675</u> | Mailing Services/Water Bills/7-16 | 71000.32000.53101 | 1,172.67 |
| <u>0158</u> | VULCAN MATERIALS COMPANY | | | | |
| APBWEST | Check | <u>71176035</u> | ASPHALT COLD MIX | 71000.81100.53206 | 506.57 |
| Fund 71000 Total: | | | | | 8,037.90 |
| Fund: 72000 - SEWER | | | | | |
| <u>VEN02819</u> | SHOETERIA | | | | |
| APBWEST | Check | <u>101410</u> | SAFETY BOOTS | 72000.81200.53303 | 1,442.47 |
| | | <u>101585</u> | SAFETY BOOTS | 72000.81200.53303 | 143.59 |
| Fund 72000 Total: | | | | | 1,586.06 |
| Fund: 77003 - SPECIAL EVENTS | | | | | |
| <u>VEN02632</u> | PAT O'BRIAN | | | | |
| APBWEST | Check | <u>INV018869</u> | Concert in the Park - August 14, 2016 | 77003.79002.52999 | 750.00 |
| <u>0498</u> | SIMON EQUIPMENT CO INC | | | | |
| APBWEST | Check | <u>64097</u> | 4th of July Light Towers | 77003.79012.52999 | 201.84 |
| <u>VEN02843</u> | THE QUEEN MARY | | | | |
| APBWEST | Check | <u>57804</u> | Senior Excursion - The Queen Mary | 77003.79003.52999 | 1,159.48 |
| Fund 77003 Total: | | | | | 2,111.32 |
| Report Total: | | | | | 91,537.00 |



City of Sierra Madre, CA

Check Approval

P. 12

Packet: APPKT03059 - MAN 08/04/16
Vendor Set: 01 - Vendor Set 01

Check Date: 08/04/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|-----------------------------------|-------------|---------------------|---------------------|-------------------|---------------------|
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>1644</u> | AMAZON | | | | |
| APBWEST | Check | <u>159698666908</u> | Library Supplies | 10000.90000.53999 | 65.04 |
| | | <u>075116249051</u> | Library Supplies | 10000.90000.53999 | 69.25 |
| | | <u>084199681273</u> | Library Supplies | 10000.90000.53999 | 69.98 |
| Fund 10000 Total: | | | | | 204.27 |
| Report Total: | | | | | 204.27 |



City of Sierra Madre, CA

Check Approval

P.13

Packet: APPKT03052 - MAN-LIB 07/28/16 FY1617
Vendor Set: 01 - Vendor Set 01

Check Date: 07/28/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|---------------------------|------------------|---|----------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 39002 - LIBRARY - GIFT AND MEMORIAL | | | | | |
| <u>VENO2836</u> | HEY HEY ENTERTAINMENT LLC | | | | |
| APBWEST | Check | <u>INV018792</u> | Youth SRP Performer (FY 2016-2017) - Puppet S 39002.90000.53999 | | 255.00 |
| Fund 39002 Total: | | | | | 255.00 |
| Report Total: | | | | | 255.00 |



City of Sierra Madre, CA

Check Approval

P.14

Packet: APPKT03069 - LIB 08/09/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 08/09/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|--|--------------|-------------------|----------------------------------|-------------------|---------------------|
| Bank Code | Payment Type | | | | |
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>0145</u> | BRODART | | | | |
| APBWEST | Check | <u>440368</u> | Library Supplies | 10000.90000.53100 | 134.91 |
| <u>0314</u> | OCLC, INC. | | | | |
| APBWEST | Check | <u>0000470709</u> | WorldCat Discovery Subscriptions | 10000.90000.52200 | 1,010.00 |
| Fund 10000 Total: | | | | | 1,144.91 |
| Fund: 39002 - LIBRARY - GIFT AND MEMORIAL | | | | | |
| <u>VENO2799</u> | MARK LANGILL | | | | |
| APBWEST | Check | <u>INV018873</u> | Honorarium for program speaker | 39002.90000.53999 | 150.00 |
| <u>VENO2800</u> | NICK ROMAN | | | | |
| APBWEST | Check | <u>INV018872</u> | Honorarium for Library Speaker | 39002.90000.53999 | 150.00 |
| Fund 39002 Total: | | | | | 300.00 |
| Report Total: | | | | | 1,444.91 |



P.15

Packet: APPKT03070 - LIB 08/09/16 FY1617
Vendor Set: 01 - Vendor Set 01

Check Date: 08/09/2016

| Vendor Number | Vendor Name | Invoice # | Invoice Description | Account Number | Distribution Amount |
|---|----------------------|---------------------|----------------------------------|-------------------|---------------------|
| Fund: 10000 - GENERAL FUND | | | | | |
| <u>0132</u> | BAKER & TAYLOR, INC. | | | | |
| APBWEST | Check | <u>4011652808</u> | Processing Fees | 10000.90000.52200 | 40.68 |
| | | <u>4011652807</u> | BOOKS AND REFERENCE | 10000.90000.53406 | 804.48 |
| <u>1688</u> | BAYSCAN TECHNOLOGIES | | | | |
| APBWEST | Check | <u>48951</u> | Library Supplies | 10000.90000.53100 | 54.00 |
| <u>0598</u> | DEMCO, INC. | | | | |
| APBWEST | Check | <u>5921520</u> | Library Supplies | 10000.90000.53100 | 115.88 |
| <u>0314</u> | OCLC, INC. | | | | |
| APBWEST | Check | <u>0000470708</u> | Cataloging Subscriptions/7-16 | 10000.90000.52200 | 429.50 |
| <u>0786</u> | OFFICE DEPOT, INC | | | | |
| APBWEST | Check | <u>846600476001</u> | Office Supplies/LIB | 10000.90000.53100 | 52.54 |
| | | <u>849461622001</u> | Office Supplies/LIB | 10000.90000.53100 | 374.94 |
| | | <u>846600478001</u> | Office Supplies/LIB | 10000.90000.53100 | 50.64 |
| Fund 10000 Total: | | | | | 1,922.66 |
| Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND | | | | | |
| <u>0132</u> | BAKER & TAYLOR, INC. | | | | |
| APBWEST | Check | <u>T41253480</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 24.51 |
| | | <u>T41025990</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 25.80 |
| | | <u>T40958090</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 222.28 |
| | | <u>T41357190</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 16.36 |
| | | <u>T41253481</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 8.16 |
| | | <u>T41025741</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 160.48 |
| | | <u>T41110500</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 45.77 |
| | | <u>B20378600</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 40.86 |
| | | <u>T41025740</u> | DVDs, CDs, LP, AUDIOBOOKS, MEDIA | 39006.90000.53406 | 291.30 |
| Fund 39006 Total: | | | | | 835.52 |
| Report Total: | | | | | 2,758.18 |